

Official Resignation Letter With Extended Notice Period

Subject: Formal Resignation with Extended Notice Period

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from [Company Name]. Although my contract requires [X-week] notice, I am willing to extend my notice period until [date] to ensure a smooth transition and to support ongoing projects.

I deeply appreciate the opportunities given to me and the professional growth I have achieved during my time here. I am committed to making the transition seamless and assisting in finding and training a suitable replacement.

Thank you again for your support.

Sincerely,

[Your Name]

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