

INTENT TO CONTINUE WORKING

Date _____

To Whom This May Concern,

I, _____, give my formal request to renew my employment agreement that ends on _____, 20____.

My time working with _____ has been a truly great experience and thankful for the opportunity. For these reasons, I humbly ask for you to renew my contract for an additional ____ years.

I believe my continued role in the organization can significantly help grow this business. With every passing day I feel molded into my position through the extensive training and knowledge I have received.

Thank you for the chance to be part of this amazing company and wish for its continued success. If there is any help or assistance you should need, even if my agreement is not renewed, I will be of service whenever necessary.

Sincerely,

