

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Employment Retention Request

I hope this message finds you well. I am writing to formally request the retention of my position as [Your Job Title] at [Company's Name]. Given my contributions to the team and my commitment to the company's goals, I believe my continued employment will be beneficial both for me and for [Company's Name].

[Briefly describe your achievements, contributions, or reasons for your request. Make a case for your value to the organization and express your commitment.]

I appreciate your consideration of my request and would welcome the opportunity to discuss this matter further. Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Job Title]