

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the continuation of my current position as [Your Job Title] with [Company's Name], effective [Desired Start Date] following my [reason for continuation, e.g., recent leave, project completion, etc.].

During my time at [Company's Name], I have greatly appreciated the opportunity to contribute to our team and [mention specific projects or responsibilities]. I believe my skills in [mention relevant skills or experiences] have positively impacted our goals, and I am eager to continue driving our initiatives forward.

I am confident that my ongoing contributions can help facilitate [mention any future projects or goals]. I would be more than happy to discuss my role further at your convenience.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]