

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my intention to continue my employment with [Company's Name].

Over the past [duration of employment], I have greatly appreciated the opportunities for professional and personal growth that have come my way. I am excited about the contributions I can still make to our team and the company's objectives.

I am committed to [specific goals or projects related to your role], and I believe that my skills and experience align perfectly with the direction [Company's Name] is heading.

Thank you for your consideration. I look forward to discussing this further.

Sincerely,

[Your Name]