

[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],

I hope this letter finds you well. I am writing to formally express my interest in continuing my employment with [Company's Name] in my current position as [Your Position].

As we approach [specific time frame, e.g., the end of my contract, a project milestone, etc.], I want to reiterate my commitment to the team and the projects we are undertaking. I have thoroughly enjoyed my time here and believe that my contributions have positively impacted our goals.

I would appreciate the opportunity to discuss my role further and explore potential ways I can continue to add value to the company. Please let me know a convenient time for us to meet.

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

Sincerely,  
[Your Name]