

Subject: Request for Job Retention Consideration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your consideration for my retention in my current position at [Company Name] due to [specific reason - e.g., outstanding performance, unique skills, contributions to projects, etc.].

Over the past [duration of employment], I have successfully [mention specific achievements or contributions], which have positively impacted our team and the company. Given the current circumstances surrounding [context of job retention, e.g., company restructuring, layoffs], I am eager to continue contributing to [Company Name] and believe my skills in [relevant skills or expertise] can assist in navigating this challenging period.

I would appreciate the opportunity to discuss this matter further and explore potential ways I can continue to add value to our team. Thank you for considering my request, and I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]