

[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 message finds you well. I am writing to express my continued commitment to [Company's Name] and to discuss my desire to maintain my employment in my current role as [Your Job Title].

Over the past [duration of employment], I have developed my skills and contributed to [specific projects or responsibilities], which I believe have positively impacted our team and the company's goals. I am eager to continue to bring value to our organization and support our objectives. I would appreciate the opportunity to meet with you to discuss my performance and any potential areas for growth within the company. I am open to feedback and willing to adapt to meet the evolving needs of our team.

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

Sincerely,  
[Your Name]