

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request job retention for my position as [Your Job Title] at [Company Name].

Given the recent developments within the company, I am committed to contributing to our shared goals and believe my skills and experience will continue to add value to our team. I have thoroughly enjoyed working here and am dedicated to [specific projects or responsibilities] that align with our company's vision.

I kindly ask for your consideration in retaining my position during this time. I am open to discussing any potential adjustments or requirements that may need to be addressed to facilitate this request.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,  
[Your Name]