

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally justify my employment in the position of [Your Job Title] at [Company's Name].

As you are aware, I have been part of the team since [Start Date] and have made significant contributions through [list specific achievements, projects, or responsibilities that highlight your value].

These accomplishments reflect my commitment to [Company's Name] and my skills in [mention any relevant skills or experience]. My role has been vital in [explain how your position supports the company's goals or objectives].

I believe that my continued employment is crucial for [mention any ongoing projects, team dynamics, or company strategies that you support].

I appreciate your consideration of this justification and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]