**Continue Working Letter of Intent Template**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[City, State, and Zip code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Employer’s name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Employer’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[City, State, Zip Code]

Dear\_\_\_\_\_\_\_\_\_\_\_\_ [Employer’s name and title]

My name is\_\_\_\_\_\_\_\_\_\_\_\_[Name] and am writing to formally request renewal to my employment contract which is scheduled to end on\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date of contract expiry].

During my time with\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [organization’s name], I have had the pleasure of working with a wonderful team and great mentors, and my experience has truly been rewarding. I am very grateful for the opportunity. For these reasons, I humbly request you to extend my contract for an additional period of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Months, years).

I believe that my continued employee-employer business relationship in \_\_\_\_\_\_\_\_\_\_\_\_\_[company name] can meaningfully help grow this business further. For the years that I have worked in this organization, I have been molded to fit into the role of a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[your current position] through continuous mentorship and attending training sessions provided by the management.

I appreciate you for allowing me the opportunity to be part of this reputable company, and I wish for its continued growth and success. If you need any help or assistance, even if my contract is not renewed, I will be available to offer my support where necessary.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_ [Your typed name]