

# Employee Agreement Renewal Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my employment agreement, which is set to expire on [Insert Expiration Date]. I have thoroughly enjoyed my time at [Company Name] and am eager to continue contributing to the team.

During my time here, I have [briefly mention accomplishments or contributions], and I believe there are many more opportunities ahead where I can add value to the organization.

I would appreciate the opportunity to discuss the renewal of my agreement and any potential adjustments or amendments that may be necessary. Please let me know a convenient time for you to meet.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]