

Employment Extension Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my employment for the [Project Name] project. My current contract is set to expire on [Current End Date], and I believe that an extension would greatly benefit both the project and the team.

Throughout my time working on this project, I have successfully [mention specific contributions or achievements]. Given the [mention any reasons for extension, e.g., project timelines or ongoing tasks], I am confident that my continued involvement would support the successful completion.

I would appreciate the opportunity to discuss this request further and explore potential arrangements. Thank you for considering my application for an extension.

Sincerely,

[Your Name]