

Employment Extension Inquiry

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

[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 inquire about the possibility of extending my employment at [Company's Name]. My current contract is set to expire on [Expiration Date], and I would like to discuss the potential of continuing my role as [Your Position] within the team.

Over the past [duration of employment], I have greatly enjoyed working with the team and contributing to [specific projects or goals]. I believe my skills and experience align well with the department's goals, and I am eager to continue adding value to the company.

Could we schedule a meeting to discuss my employment extension? I am looking forward to your positive response.

Thank you for considering my request. I appreciate your time and support.

Sincerely,
[Your Name]