

Expression of Interest for Job Role Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my interest in extending my current role as [Your Job Title] at [Company's Name]. As my current contract nears its end, I would like to take this opportunity to outline my contributions and discuss how I can further contribute to our team's goals.

Over the past [duration of your employment], I have successfully [mention key achievements or responsibilities]. I believe that my skills in [mention relevant skills] make me a valuable asset to the team.

I am keen to continue my work with [Company's Name] and contribute to upcoming projects such as [mention any specific projects or goals]. I am confident that my ongoing commitment and experience will help the team achieve its objectives.

I would appreciate the opportunity to discuss my application for an extension further. Thank you for considering my expression of interest, and I look forward to your positive response.

Sincerely,

[Your Name]