

Employment Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request the renewal of my employment contract, which is set to expire on [insert expiration date]. I have greatly enjoyed my time at [Company's Name] and am eager to continue contributing to our team's success.

During my tenure, I have [briefly mention your contributions and achievements]. I believe that my skills and dedication align with the company's goals, and I am enthusiastic about the opportunity to grow further in my role.

Thank you for considering my request. I look forward to your positive response and am open to discussing any terms related to the renewal of my contract.

Sincerely,

[Your Name]