TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Continue Working Intent Letter  
  
Dear **[NAME]**

To Whom This May Concern,

Please note my appointment letter, which is attached hereto. Respected, my name is **[NAME]** and I taught **[CLASS]** from your prestigious school. My employee ID is **[NUMBER]**. With this letter, I would like to inform you that I have taught **[NAME]** to the students of **[CLASS]** of your prestigious school on a contractual basis, which expires on **[DATE]**. This is to inform me that I have been hired as a science teacher **[NAME]** for a period of one year**[DATE]** ending in the coming week. During my contract, I have done my best to meet all academic requirements and my performance report has already been sent to you. My time with Intech has been a truly great and grateful experience for this opportunity. For these reasons, I humbly ask you to extend my contract for another 3 years. Please let me know if you still need my services in this position as I will have to choose my future career either with you or elsewhere. If you wish to keep me, please renew my contract accordingly and as stated in the “Terms and Conditions” section of the contract, I may also be entitled to an increase.

Therefore, I would like to humbly ask you to kindly extend my contract so that I can continue to teach. Since I offered upper secondary programs, I have been assigned to the department where I found true fulfillment in my teaching career. In addition to my teaching assignments and commitments, I have also been a home room consultant, club moderator, event organizer and many others – all of which have already become milestones in this profession. It is argued that two years ago I was appointed Assistant Deputy Inspector (Job Designation) in the Department on a contractual basis. My contract expires next month. Since my annual certificates represent outstanding achievements for this two-year period and I now ask you to extend my contract period for the next five years (period). Please accept this letter as my sincere statement of intent to continue teaching as a full-time regular teacher at AcadShare State College in the second semester of the**[DATE]** school year. The continuation of the declaration of intention to work is done before the expiry of an employment contract and the employee or employer wishes to extend the business relationship. In most cases, it is the employee who writes the letter, as he or she needs a continuation from the employer. The employer usually addresses the employee with a new agreement or some sort of renewal contract. A letter of intent to continue work is a document that allows a person to express their intention to renew a business relationship. Since it is usually the employee and not the employer who issues this type of letter, it is common for them to argue why the company would benefit from their contract extension/renewal.

They can provide a concise description of their main achievements with the company and provide a viable argument about how their job has been beneficial to the employer. You can also use the letter of intent to remind the reader of their qualifications (p.B diplomas, work experience). A clear and well-formatted letter of intent can reopen a conversation about the employee-employer relationship while serving as formal evidence of a party`s desire to maintain it. I, Michael, submit my formal request for an extension of my employment contract, which ends on **[DATE]**. If given the opportunity to continue my ministry in the institution, I commit to fulfilling all duties and responsibilities on an equal footing (or perhaps beyond) established standards and expectations. Thank you very much. I believe that my continued role within the organization can contribute significantly to the growth of this company. With each passing day, I feel brought to my position by the in-depth training and knowledge I have received.

**[SIGNATURE]**