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]**

Greetings!

I am **[NAME]** from the Inventory department. I was employed last **[DATE]** and my work contract will expire this **[DATE]**. I would like to inquire about my employment status and whether I will be up for a contract renewal.

I hope you understand that I would need to know the company`s decision prior the end of my contract date, whether my employment would be extended, so I will have enough time to file the necessary documents to extend my work visa.

Thank you very much.

Sincerely,

**[NAME]**