

To,

Human Resource,

Equity Bank Limited

Through,

Branch Growth and Development - Kikuyu branch

19th December 2019

Subject: Contract renewal request.

I am working at your company in cash service. I have recently graduated at Maseno University. My work contract is due to expire this 31st December 2019. I am writing to request a renewal for the working contract and update me about my extended employment status.

I have developed fairly good skills working at the current position. As an employee at the company, I respect my employment position and I therefore request you for the renewal of my working contract.

I would like to know your response of the renewal before my contract expiring date. I would be grateful to you if you extend my employment and working contract, at your earliest conveniences.

Thanks a lot for your time and consideration.

Sincerely,

Silas Kinyanga