

**TO : The Chief Executive Officer**

**Through : The Human Resource Manager**

**From : ICT Officer**

**Date : 21<sup>st</sup> April , 2022.**

**SUBJECT: EMPLOYEE CONTRACT RENEWAL**

I write this letter in regard to my employee contract which ended on 31<sup>st</sup> March 2022. The contract was due for 6 months from October 2021 to March 2022.

During the six months period I was tasked with different duties around the office and developing a seed tracking system for the company, the seed tracking system is on final stages of development and will soon start implementation.

I kindly request for renew of my employee contract as I'm quite keen to finalize the system development and start implementation

Your consideration on the matter is highly appreciated.

Thank you

Wilson Soza