

Marius Indongo  
P O Box 997086  
Windhoek

April 04, 2022

Human Resources Manager  
The Wood Connection cc  
1 Cullinan Street  
Windhoek

**Re: Contract Extension**

To Whom it may concern

I, Marius Indongo, am writing to formally request renewal to my employment contract which is scheduled to end in August 2022.

During my time with The Wood Connection cc, I have had the pleasure of working with a wonderful team and great mentors, and my experience has truly been rewarding. I am very grateful for the opportunity. For these reasons, I humbly request you to extend my contract till December 2022 or till The Wood Connection cc sees fit.

I believe that my continued employee-employer business relationship in The Wood Connection cc can meaningfully help grow this business further. For the time that I have worked in this organization, I have excelled in my role as a Carpenter through continuous tasks and challenges provided by the management.

I appreciate you for allowing me the opportunity to be part of this reputable company, and I wish for its continued growth and success. If you need any help or assistance, even if my contract is not renewed, I will be available to offer my support where necessary.

Sincerely,  
Marius Indongo