[Company Name]  
[Address]

Subject: Request letter to keep the job  
  
Dear Sir,

My name is Adam Smith and I have been working in your company as a data analyst for the last ten years. It has been a wonderful experience for me to serve your company and I gained a lot while working here. I am especially writing you this letter to forward you my formal request to keep my job.

In last month’s newsletter of company, all employees of the company were directed to send their resumes to the HR department as if they were applying for the first time to their positions. Upon asking the concerned department, I came to know that company management is thinking to downsize its employees owing to the economic crunch which has hit the companies across the country. There is no doubt in it that COVID 19 has affected the economy of the world in a negative way in every walk of life and the same is the case with our company.

I can understand the whole scenario which you are facing right now and, owing to the crisis, you might have taken this decision of downsizing. But, on the other hand, this is not the right choice for you to make at this moment of time when everybody needs to carry on with their job.

Therefore, I request you to rethink your decision and let me keep the job. If you are facing difficulty in paying monthly salaries, we can sit and talk about the matter. In this regard, you can reduce the salary and I offer you to credit back this deducted amount once the situation will get better. If you agree, I am ready for a table talk with you. Thanking you in anticipation.

Yours sincerely,

Michael