[Company Name]  
[Address]

Subject: Request to keep the job

Dear Sir,

I, Anderson, working as assistant manager sales in your company, forwarding you through this letter, my formal request to keep the job. A few days back, I listened to a company’s office saying that management is thinking about laying off. I was not believing it until I receive an email in which I was asked to submit my resume as if I were applying for the first time in the company.

I think that you might have taken this decision because the current wave of pandemic affected the financial and economic condition of the company in a bad way. But I think that laying off employees is not a wise decision you are going to make currently because it is not the only decision left to address the current situation.

Therefore, I request you rethink your possible upcoming step because not only me but each and every employee working in this office has concerns about your decision and worried about survival. You are again requested to allow us to keep us with our jobs. We have nominated two persons as our delegation to talk with you about the matter to come up with any other possible solution. Your positive response is being awaited in this regard.

Yours truly,

Williams