To whom it may concerned,

My name is xxx. I have been working in xxx company since xx day xx month xx year. My position is xxx and I work xx hours per week….

My job duties are:

(1)

(2)

(3)

…

…

I am a key role in this company because ….

I have achieved a lot since I joined this company, such as ….

Now I intend to work another xxx months in this company and I will go back to home country….

Thank you for your consideration in advance. Please feel free to contact me if you have any questions regarding my application.

Regards,

XXX