

[Your Company Letterhead]  
[Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Contract Renewal

We are pleased to inform you that your employment contract with [Company Name] is due for renewal on [Renewal Date]. After reviewing your contributions and performance over the past year, we are excited to continue our collaboration.

Your new contract will commence on [Start Date of New Contract] and will be valid until [End Date of New Contract]. The terms and conditions of your renewal are as follows:

1. Position: [Job Title]
2. Salary: [New Salary Amount]
3. Benefits: [Outline Benefits]
4. Working Hours: [Specify Working Hours]
5. Other Terms: [Any Additional Terms]

Please indicate your acceptance of this contract renewal by signing and returning a copy of this letter by [Deadline Date].

We are delighted to have you as part of our team and look forward to another successful year together.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Contact Information]  
[Signature]

Enclosure: Contract Renewal Agreement