

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Contract Renewal Notification

We are pleased to inform you that your employment contract with [Company Name] is set to be renewed. This renewal will take effect on [Start Date] and extend until [End Date], under the same terms and conditions as your current contract.

Please find enclosed a copy of your renewed contract for your review. We kindly ask you to sign and return it by [Return Date] to ensure a smooth transition.

If you have any questions or require further clarification, please do not hesitate to contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Thank you for your continued dedication and contribution to [Company Name]. We look forward to another successful term ahead.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosure: Contract Renewal Document]