

[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], originally dated [Original Contract Date], is set to be renewed for an additional term. Your new contract will commence on [Start Date of New Contract] and will continue until [End Date of New Contract].

As discussed, the key terms of your renewal include:

- Position: [Job Title]
- Salary: [New Salary or Salary Terms]
- Benefits: [Description of Benefits]
- Work Schedule: [Regular Work Hours]

Please review the attached contract for further details regarding your role and responsibilities. Should you accept this renewal, kindly sign and return a copy of the contract by [Return Date].

We appreciate your contributions to [Company Name] and look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]