

Employment Contract Renewal Reminder

[Your Name]

[Your Position]

[Your Company]

[Date]

Dear [Employee's Name],

I hope this message finds you well. I would like to remind you that your current employment contract is set to expire on [expiration date]. As we value your contribution to our team, we are eager to discuss the renewal of your contract.

Please let us know a suitable time for you to meet and discuss this matter further.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]