

Contract Renewal Proposal

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your current employment contract with [Company's Name] is set to expire on [Insert Expiration Date]. We value your contributions and would like to propose the renewal of your contract for another term.

Details of the renewed contract are as follows:

- **Position:** [Employee's Position]
- **Duration:** [Insert New Contract Duration]
- **Salary:** [Insert New Salary]
- **Additional Benefits:** [List any changes in benefits]

Please review the proposed terms and let us know your thoughts. We are open to discussion should you have any modifications in mind.

We appreciate your dedication and look forward to continuing our collaboration. Please respond by [Insert Response Deadline].

Best regards,

[Your Name]

[Your Job Title]

[Company's Name]

[Contact Information]