

# Contract Renewal Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your current employment contract is set to expire on [Expiration Date]. We would like to offer you a renewal of your contract under the same terms and conditions as your current agreement.

Please review the attached contract renewal document. If you agree to the terms, please sign and return the document by [Return Date]. Should you have any questions or wish to discuss the terms further, please do not hesitate to reach out to [Your Contact Information].

Thank you for your continued contributions to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]