

Employee Renewal Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to confirm the renewal of your employment with [Company Name] effective from [Start Date] to [End Date]. Your contributions have been invaluable, and we look forward to your continued success with our team.

As discussed, your role will remain as [Job Title] with the same responsibilities and benefits as outlined in your previous contract.

Please sign and return a copy of this letter to confirm your acceptance of the renewal terms.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]