

Employment Contract Renewal Offer

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your current employment contract is due for renewal. We would like to extend our offer to renew your contract for an additional term of [Insert Duration]. Your new contract will commence on [Insert Start Date] and will expire on [Insert End Date].

Your compensation will remain at [Insert Salary/Compensation Details], and the terms and conditions will be consistent with your current agreement, which includes [Insert Key Benefits/Terms].

Please review the attached contract and indicate your acceptance by signing and returning a copy by [Insert Deadline Date]. If you have any questions or would like to discuss the terms further, feel free to reach out to me.

Thank you for your continued commitment to [Company Name]. We look forward to working with you in the upcoming term.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]