

# Renewal Acknowledgment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to acknowledge your employment renewal with [Company Name], effective [Start Date of Renewal]. We appreciate your contributions and dedication to our team.

Your role as [Position] will continue, and your new contract will outline the terms and conditions of your employment. Please review the enclosed document and sign where indicated.

If you have any questions or need further clarification, feel free to reach out to us.

Thank you for being a valued member of our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]