

Renewed Employment Letter

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 employment with [Company Name] has been renewed. Your new employment period will commence on [Start Date] and will continue until [End Date].

Your position will remain as [Job Title], and your responsibilities will include [Brief Description of Responsibilities]. You will report directly to [Supervisor's Name].

We would like to reconfirm your salary at [Salary Amount] per [hour/week/month/year] along with [any other benefits or bonuses].

Please sign and return a copy of this letter to indicate your acceptance of the renewed employment terms.

We look forward to your contributions in the coming period.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]