

Employment Contract Renewal

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 contract with [Company Name] will be renewed for another term. Your continued contributions are invaluable to our success.

The new contract will take effect from [Start Date] and will last until [End Date]. The terms of your employment, including salary and benefits, will remain the same, as outlined in the original agreement.

Please sign and return the enclosed copy of this letter to confirm your acceptance of the renewal terms by [Response Deadline].

If you have any questions, feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Enclosure: Copy of the letter for signature.