

Contract Renewal Invitation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Insert Employee Name],

We hope this letter finds you well. As your current employment contract is nearing its expiration on [Insert Expiration Date], we would like to formally invite you to discuss the renewal of your contract with [Insert Company Name].

We appreciate your contributions to our team and are eager to continue our collaboration. We believe that your skills and dedication are valuable assets to our organization.

Please let us know your availability for a meeting to discuss the terms of your renewed contract. We look forward to hearing from you soon.

Thank you for your continued commitment to [Insert Company Name].

Best regards,

[Insert Your Name]

[Insert Your Position]

[Insert Company Name]

[Insert Company Contact Information]