

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear [Employee Name],

We hope this message finds you well. We would like to discuss the extension of your employment contract, which is set to expire on [Insert Expiration Date]. Your contributions to the team have been invaluable, and we believe that continuing our collaboration is in the best interest of both parties.

We would appreciate the opportunity to meet with you to discuss the terms of the extension, address any concerns you may have, and explore how we can support your career objectives moving forward.

Please let us know your availability for a meeting in the upcoming days.

Thank you for your attention, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]