

Employee Contract Extension Proposal

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally propose an extension of your current employment contract, which is set to expire on [Insert Expiration Date]. We are pleased with your contributions to [Company Name] and believe that extending your contract would be beneficial for both parties.

We propose to extend your contract for an additional [Insert Duration], with the following terms:

- Position: [Insert Position]
- Salary: [Insert Salary]
- Benefits: [Insert Benefits]
- Start Date of New Contract: [Insert Start Date]

We value your skills and dedication to our team, and we believe that this extension will help us achieve our goals together. Please review the proposed terms and let us know if you have any questions or require further adjustments.

We look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]