

# 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] is due for renewal. We value your contributions and would like to continue your employment.

The new contract will extend your employment for an additional [duration] under the same terms and conditions, with the following exceptions:

- Updated Salary: [New Salary]
- New Responsibilities: [Updated Responsibilities]

Please review the renewal contract attached to this letter. If you agree with the terms, kindly sign and return it by [Return Date].

We appreciate your dedication and look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]