

Letter of Clarification on Job Security and Contract Terms

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Job Security and Contract Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job security and specific terms included in my employment contract as we proceed in our negotiation process.

Firstly, I would like to understand the duration of my contract and any provisions related to renewal or termination. Could you please elaborate on the conditions that would apply in either case?

Additionally, I would appreciate it if you could clarify the policies in place concerning job security, including any assurances or measures that are implemented to protect employees in the event of organizational changes.

Understanding these aspects is crucial for me to make informed decisions moving forward. I value the opportunity to be a part of [Company Name] and want to ensure we are aligned in our expectations.

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]