

Contract Renewal Announcement

Dear [Employee's Name],

We are pleased to inform you that your contract with [Company Name] will be renewed for another term, effective [Start Date]. Your continued contribution to our team has been invaluable, and we are excited to have you on board for [Duration of New Contract].

Please find the updated terms and conditions attached for your review. If you have any questions or would like to discuss further, do not hesitate to reach out.

Thank you for your hard work and dedication.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]