

# Contract Renewal Notification

Date: [Insert Date]

Dear [Team Member's Name],

We are pleased to inform you that your contract with [Company Name] has been successfully renewed. This renewal will take effect on [Start Date of New Contract] and will remain in effect until [End Date of New Contract].

## Key Effects of Contract Renewal:

- Your position as [Current Position Title] will be continued.
- Your salary will be adjusted to [New Salary Amount] per [Time Period].
- All current benefits will remain in place, including [List any Benefits].
- Additional responsibilities may include [List any new Responsibilities or Projects].

Please review the renewal contract attached for detailed information regarding the terms and conditions. If you have any questions or require clarification, feel free to reach out to [Contact Person's Name] at [Contact Email or Phone Number].

We appreciate your hard work and dedication to [Company Name], and we look forward to another successful term together.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]