

Continuation Offer Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a gentle reminder regarding your continuation offer that was sent to you on [Date of Initial Offer]. We wanted to check in and see if you have had a chance to review the offer in detail.

The details of your continuation offer are as follows:

- **Start Date:** [Proposed Start Date]
- **Position:** [Position Title]
- **Salary:** [Salary Amount]
- **Benefits:** [Brief Description of Benefits]

Please feel free to reach out if you have any questions or need further clarification regarding the offer. We are looking forward to your positive response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]