

Continuation Renewal Incentives Letter

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your contract with [Company Name] is approaching its renewal date. In recognition of your valuable contributions, we are excited to offer you a continuation renewal incentive to encourage your ongoing commitment to our team.

Incentive Details:

- Incentive Amount: [Insert Amount]
- Effective Date: [Insert Effective Date]
- Duration: [Insert Duration]

To accept this offer, please sign and return the attached agreement by [Insert Deadline Date]. We are looking forward to your continued success with [Company Name].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]