

Employment Contract Renewal Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the renewal of my employment contract as discussed. I appreciate the trust you've shown in me by offering this opportunity to continue my role as [Your Job Title] at [Company's Name].

I confirm my acceptance of the terms outlined in the renewal contract dated [Date of Renewal Contract]. I look forward to contributing further to the team and achieving our organizational goals.

Thank you once again for this opportunity. Please let me know if there are any further steps needed from my side.

Sincerely,

[Your Name]