

Employment Contract Renewal Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your employment contract with [Company Name] has been renewed for an additional term, effective [Start Date] to [End Date]. Your new contract reflects our continued confidence in your abilities and contributions to the team.

Please review the attached document, which outlines the terms and conditions of your renewed employment. Should you have any questions or require clarification, do not hesitate to contact us.

We look forward to your continued success and contributions at [Company Name]. Please sign and return a copy of this acknowledgment by [Due Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Employee Signature] [Date]