

Employment Contract Renewal Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that your employment contract with [Company Name] is due for renewal. We appreciate your contributions to our team and would like to extend your contract for another [insert duration, e.g., year].

The terms of your renewed contract will remain the same as outlined in your previous agreement, with the exception of the following changes:

- Salary: [Insert New Salary or Leave Blank if Unchanged]
- New Contract Duration: [Insert Duration]
- Other Terms: [Insert Any Other Changes if Applicable]

Please review the attached renewal contract. If you agree to the terms, please sign and return a copy by [Insert Return Date].

Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your continued service to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]