

Employment Contract Renewal Confirmation

Date: [Insert Date]

[Employee's Name] [Employee's Address] [City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your employment contract with [Company Name] will be renewed for an additional term. Your new contract will commence on [Start Date] and will continue until [End Date].

Your role as [Employee's Job Title] will remain unchanged, and your current compensation and benefits will also continue as per the existing terms.

Please sign and return a copy of this letter by [Response Deadline] to indicate your acceptance of the renewed contract.

We appreciate your contributions to the team and look forward to your continued success with us.

Sincerely,

[Your Name] [Your Job Title] [Company Name] [Company Address] [City, State, Zip Code]
[Contact Information]