

# Employment Contract Renewal Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Discussion on Employment Contract Renewal

Dear [Employee's Name],

I hope this message finds you well. As your current employment contract is approaching its expiration on [Insert Expiration Date], I would like to initiate a discussion regarding its renewal.

We value your contributions to [Company Name] and would appreciate the opportunity to review your performance and discuss your future with us. I believe it would be beneficial for both parties to align expectations and discuss any updates to the terms of your employment.

Please let me know a suitable time for you to meet, either in person or virtually, to discuss this matter further.

Thank you for your continued dedication and hard work. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]