

Follow-Up on Employment Contract Renewal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the renewal of my employment contract, which is set to expire on [expiration date].

As we discussed, I am eager to continue my contributions to [Company Name] and would like to ensure that all necessary arrangements are in place for the contract renewal process. If you need any further information or documentation from my end, please let me know.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]