

Employment Contract Renewal Notification

Date: [Insert Date]

Employee Name: [Employee Name]

Employee Address: [Employee Address]

Dear [Employee Name],

We are pleased to inform you that your employment contract with [Company Name] is up for renewal. We would like to extend your contract for another term based on your performance and contributions to the team.

Contract Details:

- New Contract Start Date: [Insert Date]
- Duration: [Insert Duration]
- Position: [Your Position]
- Salary: [Insert Salary]

Please review the terms of the new contract attached to this letter. If you have any questions or wish to discuss the details further, feel free to reach out to us by [Insert Contact Information].

We look forward to your continued contributions to [Company Name]. Please confirm your acceptance of the new contract by signing and returning the attached document by [Insert Deadline].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]