

Employment Contract Renewal Proposal

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 current employment contract, dated [Original Contract Date], is due for renewal on [Renewal Date]. We value your contributions to [Company Name] and would like to propose the renewal of your employment contract under the following terms:

Proposed Terms

- **Position:** [Employee's Position]
- **Salary:** [Proposed Salary]
- **Contract Duration:** [Proposed Duration]
- **Additional Benefits:** [List any additional benefits]

If the terms of this renewal meet your approval, please sign and return a copy of this letter by [Response Deadline]. Should you have any questions or require modifications, feel free to reach out.

Thank you for your continued dedication to [Company Name]. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]