

# Agreement Renewal for Permanent Remote Position

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 agreement for your position as [Job Title] has been reviewed and is due for renewal. We would like to extend your agreement for a permanent remote position under the same terms and conditions as previously outlined.

Please find below the details of the renewed agreement:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Compensation:** [Salary/Hourly Rate]
- **Work Hours:** [Work Hours and Schedule]

If you agree with the terms mentioned above, please sign and return this letter by [Return Date]. Your commitment to our team and ongoing contributions are highly valued.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_