

Contract Renewal Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to discuss the renewal of your contract for the position of Account Manager, which is set to expire on [Insert Expiration Date]. We have been impressed with your performance over the past year and would like to extend your contract for an additional term.

We propose the following terms for your renewed contract:

- Duration: [Insert Duration]
- Salary: [Insert Salary]
- Benefits: [Insert Benefits]

Please review these terms and let us know if you have any questions or would like to discuss further adjustments. We hope to finalize the renewal by [Insert Deadline].

Thank you for your continued dedication and hard work. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]