

Employment Contract Update Suggestion

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing efforts to ensure that our employment contracts remain current and reflective of our practices, I would like to propose a review and update of your current employment contract.

Specifically, I suggest we consider the following updates:

- Adjustment of salary to align with industry standards
- Inclusion of remote work options
- Update to benefits package
- Clarification of performance review processes

I believe these adjustments will enhance our mutual understanding and ensure that both the company and you are aligned in terms of expectations and benefits.

Please let me know a suitable time for us to discuss this further. I look forward to your feedback and am happy to answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]