

Employment Contract Evaluation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an evaluation of my employment contract, originally dated [Insert Date of Contract]. As I approach the completion of my current contract term, I believe it is essential to review the terms and conditions to ensure mutual understanding and alignment moving forward.

Specifically, I would like to discuss the following points:

- [Point 1]
- [Point 2]
- [Point 3]

I would greatly appreciate the opportunity to schedule a meeting at your earliest convenience to discuss this matter. Thank you for considering my request, and I look forward to your prompt response.

Sincerely,

[Your Name]