

Employment Contract Renewal Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Dear [Employee's Name],

I hope this message finds you well. As we approach the end of your current employment contract, I would like to discuss the renewal of your contract. Your contributions over the past [duration] have been greatly valued, and we would like to explore the possibility of continuing our partnership.

We would appreciate the opportunity to meet and discuss your experience, expectations, and any concerns you might have regarding the contract renewal. Please let me know your availability over the next week so we can schedule a convenient time to meet.

Thank you for your attention to this matter, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]