

Lecturer Contract Renewal Notification

Date: [Insert Date]

Dear [Lecturer's Name],

We are pleased to inform you that your contract as a lecturer for the [Department/Program Name] is due for renewal. We greatly value your contributions to the ongoing projects, including [Project Name/Details], and look forward to your continued commitment.

Details of the contract renewal are as follows:

- **Position:** Lecturer
- **Department:** [Department Name]
- **New Contract Duration:** [Start Date] to [End Date]
- **Projects Involved:** [List of Projects]

Please review the attached contract document and return a signed copy by [Return Date]. Should you have any questions or require further information, feel free to reach out.

Thank you for your hard work and dedication. We look forward to another successful term together.

Sincerely,

[Your Name]

[Your Position]

[Department/Organization Name]