

# Notification of Contract Renewal

Date: [Insert Date]

Dear [Lecturer's Name],

We are pleased to inform you that your contract as a lecturer in the [Department Name] has been reviewed and is approved for renewal for the upcoming academic year.

Your new contract will take effect from [Start Date] and will run until [End Date]. We appreciate your contributions to our academic community and look forward to your continued excellence in teaching and research.

Please let us know if you have any questions or require further information regarding your contract.

Best regards,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]