

Contractor Contract Renewal Notice

Date: [Insert Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Contract Renewal and Performance Evaluation

Dear [Contractor Name],

We are writing to formally address the renewal of your contract with [Company Name], which is set to expire on [Expiration Date]. We appreciate the work you have performed and would like to conduct a performance evaluation before entering into a renewal agreement.

Performance Evaluation Summary

- Quality of Work: [Details]
- Timeliness: [Details]
- Communication: [Details]
- Adherence to Budget: [Details]

Based on this evaluation, we are pleased to recommend the renewal of your contract. We propose the following terms:

- Contract Duration: [Insert Duration]
- Compensation: [Insert Details]
- Additional Terms: [Insert Details]

Please review the above terms and respond by [Response Deadline]. We look forward to your continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]