

# Employee Contract Renewal Terms

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your employment contract with [Company Name] is due for renewal. Below, please find the terms regarding your contract renewal:

## Contract Renewal Terms

- **Position:** [New Position Title]
- **Effective Date:** [Start Date of New Contract]
- **Duration:** [Length of New Contract]
- **Salary:** [New Salary]
- **Benefits:** [Details of Benefits]

Please review the above terms and confirm your acceptance by signing and returning a copy of this letter by [Response Due Date].

We look forward to continuing our partnership and wish you success in your role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

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[Employee Signature] Date: \_\_\_\_\_