

Continued Employment Invitation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that we would like to invite you to continue your employment with [Company Name]. We highly value the contributions you have made during your tenure with us and believe that your skills and expertise are vital to our ongoing success.

Your new role will be [Insert Job Title], effective [Start Date]. The terms of your employment, including salary and benefits, will remain the same as they were during your previous tenure.

Please confirm your acceptance of this invitation by signing and returning this letter by [Return Date]. If you have any questions, feel free to reach out.

We look forward to your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]