

Employment Contract Renewal Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that we would like to renew your employment contract with [Company Name] under the following terms:

1. Position

Your position will remain as [Insert Position Title].

2. Salary

Your new salary will be [Insert Salary Amount] per year, effective from [Insert Effective Date].

3. Duration

The renewed contract will be valid for a term of [Insert Duration], commencing on [Insert Start Date].

4. Responsibilities

Your responsibilities will include [Insert Responsibilities].

5. Benefits

You will continue to receive benefits including [Insert Benefits].

Please sign and return this letter by [Insert Deadline Date] to confirm your acceptance of these terms.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]