

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Early Contract Renewal Bonus

Dear [Employee Name],

We are pleased to offer you the opportunity to renew your employment contract with [Company Name] ahead of your current expiration date of [Current Expiration Date].

In recognition of your continued commitment and contributions to the team, we are offering you an early renewal bonus of \$[Bonus Amount].

Terms of the Bonus:

- The bonus will be paid on [Date of Payment].
- This payment is subject to standard payroll tax withholdings.
- To qualify for this bonus, you must sign the attached contract renewal by [Deadline Date].
- [Optional: Insert repayment clause if employee leaves within a certain timeframe].

Your new contract term will be effective from [Start Date] through [End Date]. All other terms and conditions of your employment remain as stated in your original agreement unless otherwise noted in the attached document.

Please review the attached contract and return a signed copy to [Department Name/Contact Person] by the deadline mentioned above.

We look forward to your continued success with [Company Name].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]