

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Early Contract Renewal and Performance Bonus

Dear [Employee Name],

Due to your exceptional performance and significant contributions to [Company Name], we are pleased to offer you an early renewal of your employment contract.

Your current contract, originally set to expire on [Current Expiry Date], will now be extended until [New Expiry Date]. All other terms and conditions of your employment remain in effect.

In recognition of your status as a top performer and your commitment to a long-term partnership with us, you will receive a one-time signing bonus of [Amount]. This bonus will be paid on [Date] via [Payment Method], subject to standard tax withholdings.

To accept this early renewal and the associated bonus, please sign and return the enclosed contract amendment by [Deadline Date].

Thank you for your hard work and dedication. We look forward to your continued success with the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the early contract renewal and the terms of the bonus as outlined above.

Signature: _____ Date: _____