

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Early Contract Renewal and Signing Bonus

Dear [Employee Name],

We are pleased to offer you an early renewal of your fixed-term employment contract with [Company Name]. Your current contract is scheduled to end on [Current End Date]. Due to your excellent performance, we would like to extend your employment for an additional period of [Duration, e.g., 12 months].

Your new contract period will be from [Start Date] to [New End Date]. All other terms and conditions of your employment remain as stated in your original agreement, unless otherwise specified in the attached contract.

Renewal Bonus

As a token of our appreciation for your continued commitment, you are eligible for a one-time renewal bonus of [Bonus Amount]. This bonus will be paid in your next regular payroll cycle following the formal signing of the new contract.

Terms of Bonus

Please note that this bonus is subject to applicable tax withholdings. Should you choose to resign from your position before [Date/Period], the company reserves the right to request a pro-rated repayment of this bonus.

To accept this offer, please sign and return the attached contract by [Deadline Date].

We look forward to your continued success with our team.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Acknowledgment

I, [Employee Name], accept the early contract renewal and the terms of the renewal bonus as outlined above.

Signature: _____ Date: _____