

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Critical Project Early Contract Renewal Bonus

Dear [Employee Name],

We are pleased to inform you that, due to your exceptional performance and dedication to the [Project Name] project, the company is offering you an early contract renewal bonus.

Your contributions have been vital to the success of this critical project. To ensure continuity through the next phase, we are inviting you to renew your employment contract effective [Start Date] through [End Date].

Bonus Details:

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]

This bonus is subject to the signing of your contract renewal by [Deadline Date]. Please note that standard tax withholdings will apply. This payment is contingent upon your continued employment and satisfactory performance through the duration of the new contract term.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I accept the terms of the early contract renewal and the associated bonus.

Signature: _____ Date: _____