

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Early Contract Renewal Bonus Notification

Dear [Employee Name],

We are pleased to inform you that [Company Name] would like to offer you an early renewal of your employment contract, which was originally set to expire on [Original Expiry Date].

In recognition of your outstanding sales performance and commitment to the team, we are offering a one-time Early Renewal Bonus in the amount of \$[Amount].

To qualify for this bonus, please note the following terms:

- The new contract must be signed by [Deadline Date].
- The bonus will be paid in the [Month] payroll cycle.
- The bonus is subject to standard tax withholdings.
- [Insert any clawback clauses or additional conditions here].

Your contributions have been vital to our growth, and we look forward to your continued success with the company.

Please sign and return the attached contract by the date mentioned above to finalize this agreement.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acknowledgment

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

Signature: _____ Date: _____