

[Company Letterhead/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Congratulations on reaching your [Number]-year milestone anniversary with [Company Name]. We are incredibly grateful for your dedication and the significant contributions you have made to our success over the years.

In recognition of your long-term commitment and as an expression of our desire to continue our partnership, we are pleased to offer you an **Early Contract Renewal Bonus**.

Renewal Terms:

- **New Contract Term:** [Start Date] to [End Date]
- **One-Time Bonus Amount:** \$[Amount]
- **Payment Date:** [Date bonus will be paid]

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

Thank you for being a vital part of the [Company Name] team. We look forward to achieving many more milestones together.

Sincerely,

[Manager Name]

[Job Title]

[Company Name]