

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Offer to Renew Fixed-Term Employment Contract

Dear [Employee Name],

As your current fixed-term employment contract is scheduled to end on [Current End Date], we are pleased to offer you a renewal of your contract with [Company Name].

The terms of this renewal are as follows:

- **Job Title:** [Job Title]
- **New Contract Start Date:** [Start Date]
- **New Contract End Date:** [End Date]
- **Salary/Wage:** [Amount] per [Pay Period]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your employment remain the same as outlined in your original employment agreement, unless specified otherwise in the attached updated contract.

Please review this offer and the attached contract. If you accept this renewal, please sign and return a copy of this letter by [Deadline Date].

We look forward to your continued contribution to the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Employee Name], accept the offer to renew my fixed-term contract under the terms stated above.

Signature: _____

Date: _____