

Subject: Employment Contract Renewal Offer

Dear [Employee Name],

I hope this email finds you well. As you are aware, your current employment contract with [Company Name] is set to expire on [Contract Expiration Date]. I am writing to renew your contract for another [Duration] years.

We value your contributions to our company and would like to offer you the following terms:

[Job Title] position [Salary] per annum [Benefits] [Other relevant terms]

Please note that this is a preliminary offer, and we are open to discussing any changes or additions you would like to make to the contract. If you accept this offer, please respond to this email by [Response Deadline] to indicate your acceptance.

If you have any questions or concerns about the offer or the renewal process, please do not hesitate to contact me at [Contact Information]. I look forward to hearing from you soon.

Best regards,

[Your Name] [Your Position] [Company Name]