

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

[Date]

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

Subject: Offer of Employment - Renewable Fixed-Term Contract

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a fixed-term basis. This letter outlines the terms and conditions of your employment.

1. Contract Duration

Your employment will commence on [Start Date] and is scheduled to end on [End Date].

2. Renewal

This contract is renewable subject to satisfactory performance, business requirements, and mutual agreement between both parties. Discussion regarding renewal will typically take place [Number] days prior to the contract expiration.

3. Compensation

Your gross salary for this period will be [Amount] per [Month/Year], payable in accordance with the company's standard payroll cycle.

4. Working Hours and Location

Your working hours will be [Hours per week] and your primary work location will be [Location/Remote].

5. Duties

As [Job Title], your primary responsibilities will include [List key duties]. You will report directly to [Manager Name/Title].

6. Termination

During the contract term, either party may terminate this agreement by providing [Number] days' written notice.

7. Benefits

During this term, you will be eligible for [List benefits, e.g., health insurance, paid time off, etc.].

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as described above.

Signature: _____ Date: _____