

[Company Header/Logo]

[Date]

[Executive Name]

[Address]

[City, State, Zip Code]

Subject: Early Contract Renewal Offer

Dear [Executive Name],

On behalf of [Company Name], I am pleased to formally offer you an early renewal of your employment contract as [Job Title]. Your current contributions and leadership have been instrumental to our success, and we wish to secure your continued partnership ahead of your current contract expiration on [Original End Date].

Proposed Terms of Renewal:

- **New Contract Term:** [Number] years, effective from [Start Date] to [End Date].
- **Annual Base Salary:** \$[Amount], payable in accordance with the company's standard payroll schedule.
- **Performance Bonus:** Eligible for an annual performance bonus with a target of [Percentage]% of base salary.
- **Equity/Long-Term Incentives:** [Details of stock options, RSUs, or stay bonuses].
- **Benefits:** Continued eligibility for executive-level health, retirement, and supplemental benefits.

All other terms and conditions of your original employment agreement dated [Original Agreement Date] shall remain in full force and effect, unless expressly modified by this renewal offer.

Please review the attached formal agreement. To accept this early renewal, please sign and return a copy of the agreement by [Deadline Date].

We look forward to your continued impact and leadership at [Company Name].

Sincerely,

[Name]

[Title]

[Company Name]

Acceptance:

I, [Executive Name], accept the terms of this early contract renewal.

Signature: _____ Date: _____