

[Recruitment Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Renewal of Seasonal Employment Contract**

Dear [Employee Name],

We are pleased to inform you that [Client Company Name] has requested to renew your seasonal employment contract through [Recruitment Agency Name] for the upcoming [Season/Year] season.

Based on your excellent performance during the previous term, we would like to offer you a contract renewal under the following terms:

- **Position:** [Job Title]
- **Start Date:** [Date]
- **End Date:** [Date]
- **Pay Rate:** \$[Amount] per [Hour/Week]
- **Reporting Supervisor:** [Name]

All other terms and conditions of your original employment agreement remain in effect. Please review the attached updated schedule and job description for this season.

To accept this offer, please sign and return this letter by [Deadline Date]. If you have any questions regarding this renewal, please contact your recruitment consultant at [Phone Number] or [Email].

We look forward to working with you again.

Sincerely,

[Signature]  
[Sender Name]  
[Title]  
[Recruitment Agency Name]

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**Employee Acceptance:**

I, [Employee Name], accept the renewal of my seasonal employment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_