

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

[Remote Worker Name]
[Remote Worker Address]
[City, State, Zip Code]

Subject: Renewal of Remote Staffing Contract

Dear [Remote Worker Name],

We are pleased to inform you that [Agency Name] would like to renew your contract for the position of [Job Title]. Your current performance has been highly valued, and we look forward to continuing our professional relationship.

The terms of your renewal are as follows:

- **New Contract Period:** [Start Date] to [End Date]
- **Remote Work Location:** [Home Office / Approved Remote Location]
- **Compensation:** [Amount per Hour/Month]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your original employment agreement dated [Original Start Date] will remain in full force and effect. Please ensure your remote workspace continues to meet the security and connectivity requirements outlined in our agency policy.

To accept this renewal, please sign and return a copy of this letter by [Deadline Date].

If you have any questions regarding this extension, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Acceptance:

I, [Remote Worker Name], accept the renewal of my contract as outlined above.

Signature: _____ Date: _____