

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

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

Subject: Renewal of Employment Contract with Amended Terms

Dear [Employee Name],

We are pleased to inform you that [Company Name] wishes to renew your employment contract as a Remote Worker. Your contributions over the past period have been greatly valued, and we look forward to our continued collaboration.

This renewal includes specific amendments to your previous terms of employment. Please review the updated terms outlined below:

- **Contract Duration:** Your contract is extended from [Start Date] to [End Date/Indefinite].
- **Remote Work Location:** You are authorized to perform your duties from [Specific Location/Home Office]. Any change in location must be approved in writing.
- **Compensation:** Your updated salary/rate will be [Amount] per [Period], effective [Date].
- **Working Hours:** You are expected to be available during the core hours of [Time Zone/Hours].
- **Equipment and Expenses:** [Detail any changes to stipends, hardware provision, or internet reimbursement].
- **Performance Metrics:** [Detail any new KPIs or reporting requirements for remote status].

All other terms and conditions of your original employment agreement dated [Original Contract Date] that are not modified by this letter shall remain in full force and effect.

Please indicate your acceptance of these amended terms by signing and returning a copy of this letter by [Deadline Date].

We are excited to have you continue with the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the renewal of my contract and agree to the amended terms as set forth above.

Signature: _____

Date: _____