

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Renewal of Remote Work Employment Contract

Dear [Employee Name],

Following your annual performance review held on [Date], I am pleased to inform you that [Company Name] would like to formally renew your employment contract as a [Job Title].

Based on your excellent performance and the continued success of our remote operations, your contract will be extended for a period of [Duration, e.g., one year], effective from [Start Date] to [End Date].

The terms and conditions of your remote work arrangement remain as follows:

- **Position:** [Job Title]
- **Reporting To:** [Manager Name]
- **Salary/Rate:** [Amount] per [Year/Hour]
- **Remote Location:** [Employee's Home Address/Approved Location]
- **Working Hours:** [Standard Hours/Time Zone Requirements]

All other terms and conditions specified in your original employment agreement dated [Original Contract Date] will continue to apply. Please review the attached updated contract for any specific adjustments discussed during your review.

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

We appreciate your hard work and your contributions to the team over the past year. We look forward to another successful year of working together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acceptance:

I accept the renewal of my remote employment contract under the terms stated above.

Signature: _____ Date: _____