

[Date]

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

Subject: Confirmation of Indefinite Duration Remote Work Contract

Dear [Employee Name],

We are pleased to formally confirm the renewal and continuation of your employment with [Company Name]. Based on your excellent performance and contribution to the team, your contract is hereby transitioned to an **Indefinite Duration** status, effective [Effective Date].

This renewal confirms that your position remains 100% remote. You are expected to maintain your primary workspace at [Employee Home Location/State] or any other location previously approved by the company. You are responsible for maintaining a secure and stable internet connection to perform your duties.

Key terms of this renewal include:

- **Position:** [Job Title]
- **Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **Working Hours:** [Standard Hours/Time Zone]

All other terms and conditions outlined in your original employment agreement, including confidentiality, intellectual property, and company policies, remain in full force and effect.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acknowledgment:

I accept the terms of this Indefinite Duration Remote Worker Contract.

Signature: _____ Date: _____