

[Date]

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

Subject: Renewal of Remote Work Contract

Dear [Employee Name],

We are pleased to inform you that based on your excellent performance and contributions to [Company Name] over the past [Year/Contract Period], we would like to formally renew your employment contract.

This renewal is based on your successful achievement of the performance metrics outlined in your previous agreement, specifically in the areas of [mention key achievements or KPIs].

The terms of this renewal are as follows:

- **New Contract Period:** [Start Date] to [End Date/Indefinite]
- **Position:** [Job Title]
- **Work Location:** Remote
- **Compensation:** [Salary/Rate details]
- **Performance Expectations:** Continued renewal is subject to meeting the performance goals detailed in "Attachment A."

All other terms and conditions of your original employment agreement, including company policies regarding remote work and data security, remain in effect.

Please review this letter and the attached document. If you accept these terms, sign and return a copy to the HR department by [Deadline Date].

We look forward to your continued success with our team.

Sincerely,

[Manager Signature]
[Manager Name]
[Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the terms of this contract renewal.

Signature: _____ Date: _____