

[Date]

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

Subject: Project-Based Contract Renewal

Dear [Worker Name],

This letter serves as a formal notification that [Company Name] would like to renew your project-based contract for the following project: [Project Name/Title].

The terms of this renewal are as follows:

- **New Term:** From [Start Date] to [End Date] or Project Completion.
- **Scope of Work:** [Brief description of duties or reference to an attached document].
- **Compensation:** [Amount] payable via [Payment Method].
- **Location:** Remote.

All other terms and conditions from your original agreement dated [Original Contract Date] will remain in full force and effect.

Please review this document. If you accept the renewal, sign and return a copy of this letter by [Deadline Date].

We look forward to your continued contribution to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Worker Name], accept the renewal of my project-based contract under the terms stated above.

Signature: _____ Date: _____