

[Date]

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

Subject: Renewal of Employment Contract and Role Transition

Dear [Employee Name],

We are pleased to formally offer you a renewal of your employment contract with [Company Name]. This letter outlines the details of your transition into your new role and the continuation of your remote work arrangement.

New Role Details:

New Job Title: [New Job Title]
Effective Date: [Start Date]
Reporting Manager: [Manager Name]

Remote Work Terms:

Your position will continue to be a fully remote role. You are expected to maintain a dedicated workspace and adhere to the company's remote work policies regarding communication, security, and core working hours.

Compensation and Benefits:

Your new base salary will be [Amount] per [Year/Month], paid in accordance with the company's standard payroll cycle. All other benefits provided in your previous contract will remain in effect unless otherwise specified in the attached agreement.

Contract Duration:

This renewal extends your employment for a period of [Duration, e.g., 12 months] or until [End Date], unless terminated earlier in accordance with the contract terms.

Please review the attached updated employment agreement. To accept this offer, please sign and return a copy by [Deadline Date].

We look forward to your continued contributions in this new capacity.

Sincerely,

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

Acknowledgment:

I, [Employee Name], accept the role transition and contract renewal as outlined above.

Signature: _____ Date: _____