

Current Date: [Date]

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

Subject: Contract Renewal and Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that [Company Name] would like to officially renew your employment contract for the upcoming period, effective [Start Date].

During your time as a remote [Job Title], your contributions have been invaluable to the team. In recognition of your performance and continued dedication, we are pleased to offer you a salary increase. Your new annual salary will be [New Salary Amount], effective [Effective Date of Increase].

All other terms of your remote work arrangement, including your flexible working hours and home-office requirements, will remain in accordance with company policy. This renewal is valid until [End Date/Indefinite].

Please review the attached updated contract. To indicate your acceptance of these terms, please sign and return a copy by [Deadline Date].

We look forward to your continued success with us.

Sincerely,

[Manager Name]  
[Title]  
[Company Name]