

[Date]

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

Subject: Renewal of Remote Work Employment Contract

Dear [Employee Name],

We are pleased to inform you that [Company Name] would like to extend your employment contract as a [Job Title]. Your current contract, which is set to expire on [Current End Date], will be renewed under the following terms:

- **New Contract End Date:** [New End Date] (or "Indefinite")
- **Remote Work Status:** You will continue to perform your duties remotely from your designated home office.
- **Salary/Rate:** [New Salary Amount or "Unchanged"]
- **Working Hours:** [Specify Hours and Time Zone]

All other terms and conditions outlined in your original employment agreement dated [Original Start Date] shall remain in full force and effect.

Please review this document. To accept this renewal, please sign and return a copy of this letter to [HR Contact Name/Department] by [Deadline Date].

We value your contributions to the team and look forward to our continued collaboration.

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]

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**Employee Acceptance:**

I, [Employee Name], accept the renewal of my remote work contract as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_