

Contract Renewal Letter

HR & WorkTech

Document type: Letter / notice · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a fixed-term contract renewal letter with the new term, compensation and scope, noting fixed-term benefit parity (gratuity/benefits). Use it to renew a fixed-term engagement. For a permanent appointment, use the Appointment Letter Generator.

Purpose of this tool & output

Renew a fixed-term contract cleanly

How the output is used

Use it to renew a fixed-term contract cleanly with the new term, revised terms and effective date.

Who receives it

The renewal letter is addressed to the fixed-term employee; a signed copy is kept in the personnel file.

How to submit / file it

Issue the renewal before the current term ends with the new term and any revised terms, obtain the signed acceptance, and file it.

Who should vet it

HR and an employment lawyer, to confirm the fixed-term treatment and any statutory implications before renewal.

Important cautions

AI-generated draft; HR/legal should review.

Companion documents

- Offer Letter Template
- Appointment Letter Generator
- Tax-Optimised CTC Structurer
- Internship Offer Letter
- Probation Confirmation Letter
- Promotion / Increment Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

