**Employee Contract Renewal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Form No.:** |  |
| **Date:** |  | | |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | | |
| Employee ID |  | Designation / Job Title |  |
| Department |  | Date of Initial Appointment |  |
| Current Contract Expiry Date |  | Employment Type | ☐ Full-Time ☐ Part-Time ☐ Contract-Based |

**Renewal / Extension Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Renewal Type | ☐ Renewal ☐ Extension ☐ Conversion to Permanent | | |
| New Contract Start Date |  | New Contract End Date |  |
| Duration of Extension |  | Allowances / Benefits |  |
| Salary / Wage (Revised, if applicable) |  | Work Location |  |
| Reporting To |  | | |
| Remarks / Conditions |  |  |  |

**Performance & Conduct Summary (HR Use Only)**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Comments** |
| Job Performance |  |
| Attendance & Punctuality |  |
| Conduct & Discipline |  |
| Recommendation | ☐ Approve Renewal ☐ Reject Renewal ☐ Hold Pending Review |

**Approvals**

|  |  |  |
| --- | --- | --- |
| **Name / Designation** | **Signature** | **Date** |
| Supervisor |  |  |
| HR Manager |  |  |
| Director / Authorized Officer |  |  |

**Employee Acknowledgment**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, acknowledge and accept the renewal of my employment contract as per the details stated above.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_