

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

[Date]

[Employee Name]
[Employee Address]

Subject: Extension of Fixed-Term Employment Contract

Dear [Employee Name],

This letter serves to formally confirm the extension of your fixed-term employment contract with [Company Name]. Your current contract, which is scheduled to expire on [Current End Date], will now be extended under the following terms:

1. New Expiry Date: Your employment will continue until [New End Date], unless terminated earlier in accordance with the terms of your contract.

2. Terms and Conditions: All other terms and conditions of your original employment agreement dated [Original Start Date] remain in full force and effect.

3. Salary and Benefits: Your current salary and benefits package will remain unchanged during this extension period, unless otherwise specified here: [Insert changes if any, or state "No changes"].

Please indicate your acceptance of this extension by signing and returning a copy of this letter to the Human Resources department by [Deadline Date].

We value your continued contribution to [Company Name] and look forward to our continued collaboration.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]

Acceptance:

I, [Employee Name], accept the extension of my fixed-term contract as outlined above.

Signature: _____ Date: _____