[Date]

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

Re: Extension of Outplacement Services

Dear [Employee Name],

This letter serves as a formal amendment to your original severance agreement dated [Original Date].

In recognition of your transition process, [Company Name] has decided to extend your access to outplacement services provided by [Name of Outplacement Firm].

Your current enrollment, which was originally scheduled to expire on [Current Expiration Date], has been extended for an additional period of [Number] months. Your new expiration date for these services will be [New Expiration Date].

These services will continue to include:

- Career coaching and counseling
- Resume and cover letter assistance
- Job search platform access
- Interview preparation

All other terms and conditions of your original severance agreement remain in full force and effect. We hope this extension provides you with continued support in your career transition.

If you have any questions regarding how to access these extended services, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Authorized Signature]
[Name of Sender]
[Title]
[Company Name]