

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Extension of Fixed-Term Employment Contract

Dear [Employee Name],

We are pleased to offer you an extension of your fixed-term employment contract as [Job Title] with [Company Name].

Your current contract, which is set to expire on [Current End Date], will be extended under the following terms:

- **New Expiry Date:** Your contract is extended until [New End Date].
- **Salary:** Your annual/monthly salary will be [Amount] (subject to standard deductions).
- **Position and Duties:** Your roles and responsibilities remain the same as outlined in your original contract dated [Original Contract Date].

All other terms and conditions of your employment remain unchanged. Please note that this extension does not imply a commitment to permanent employment beyond the new expiry date.

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

We look forward to your continued contribution to the team.

Sincerely,

[Sender Name]
[Sender Title]

Employee Acceptance:

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

Signature: _____

Date: _____