

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject: Amendment to Fixed-Term Employment Contract**

Dear [Employee Name],

This letter serves as a formal amendment to your fixed-term employment contract dated [Original Contract Date].

The following changes have been agreed upon regarding your employment terms:

**1. Extension of Contract Term**

Your current contract, which was scheduled to end on [Original End Date], is hereby extended. Your new employment end date will be [New End Date].

**2. Updated Terms (Optional)**

[Insert any other changes here, such as salary adjustments, job title, or duties. If no other changes, state: "All other terms and conditions of your original contract remain unchanged."]

Please review this amendment. If you accept these revised terms, please sign and return a copy of this letter by [Deadline Date].

We look forward to your continued contribution to the team.

Yours sincerely,

[Sender Name]  
[Sender Title]

---

**Employee Acceptance**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_