

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Extension of Temporary Assignment

Dear [Employee Name],

This letter serves as official notification that your temporary assignment as [Job Title] has been extended. Originally scheduled to conclude on [Original End Date], your assignment is now extended until [New End Date].

Except for the new end date, all other terms and conditions of your temporary assignment as outlined in your initial agreement dated [Date of Original Letter] remain in effect. This includes your current compensation, reporting structure, and job responsibilities.

Please note that this extension does not guarantee permanent employment, and the assignment remains subject to business needs. Either party may terminate this arrangement prior to the new end date with [Number] days' notice.

Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to indicate your acceptance of this extension.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Acknowledgment and Acceptance:

I accept the extension of my temporary assignment under the terms described above.

Signature: _____

Date: _____