

[Date]

[Employee Full Name]
[Employee ID Number]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Temporary Contract Extension

Dear [Employee Name],

This letter serves as official verification that your temporary employment contract with [Company Name], which was originally scheduled to end on [Original End Date], has been extended.

The new terms of your extension are as follows:

- **Extended End Date:** [New End Date]
- **Job Title:** [Current Job Title]
- **Reporting Manager:** [Manager Name]
- **Compensation:** [Specify if same or updated rate]

All other terms and conditions outlined in your original employment agreement dated [Original Contract Date] remain in full force and effect. Please note that this extension does not guarantee permanent employment or further extensions beyond the new date specified above.

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to acknowledge your acceptance of this extension.

We appreciate your continued contributions to the team during this period.

Sincerely,

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

Acknowledgment:

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

Signature: _____ Date: _____