

Temporary Job Assignment Extension Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my temporary job assignment as [Your Current Position] at [Department/Location]. My current assignment is set to conclude on [Original End Date], but I would like to continue contributing to the team and the ongoing projects.

During my time in this role, I have gained valuable experience and have been able to provide meaningful input to [specific projects or responsibilities]. I believe that extending my assignment will allow me to further enhance my contributions and assist in achieving our team's goals.

I kindly ask if you could consider extending my assignment for an additional [number of weeks/months]. I am flexible with the duration and would appreciate any opportunity to continue working with you and the team.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]