

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to confirm my availability for the temporary job extension at [Company's Name]. I appreciate the opportunity to continue my work in the [specific department or project] and am pleased to inform you that I am available for the extension period of [start date] to [end date].

Please let me know if there are any additional steps I need to complete or forms I need to fill out to finalize this extension.

Thank you for considering my continued involvement with the team. I look forward to contributing further.

Sincerely,
[Your Name]