

# Justification for Temporary Job Extension

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Temporary Job Extension

Dear [Supervisor's Name],

I am writing to formally request a temporary extension of my current job position within [Department/Team Name]. Due to recent staffing shortages, it has become essential to maintain our operations without disruption, and I believe that continuing my role would help address this immediate challenge.

In recent weeks, we have faced an unexpected increase in workload combined with a reduction in personnel due to [reasons for staffing shortages, e.g., illness, resignations]. As a result, our team has struggled to meet project deadlines and service expectations. My experience and familiarity with ongoing projects would provide continuity and stability during this critical time.

I propose to extend my position for an additional [duration of extension] to assist in bridging this gap. During this period, I will focus on [specific tasks or responsibilities you plan to tackle] to ensure our team remains productive and efficient.

Thank you for considering my request. I am confident that with this temporary extension, we can alleviate some of the pressures caused by the staffing shortages and uphold our team's standards of excellence. I look forward to discussing this further.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]