

Notification for Temporary Position Extension Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Temporary Position Extension

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my temporary position as [Your Position] in the [Department/Team Name]. My current assignment is set to conclude on [Current End Date], and I would like to propose an extension until [Proposed New End Date].

During my time in this role, I have [briefly mention accomplishments or contributions], and I believe that extending my position would allow me to continue contributing positively to the team and help achieve [mention any ongoing projects or goals].

I appreciate your consideration of my request, and I am happy to discuss this matter at your earliest convenience. Thank you for your attention to this request.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]