

**[Your Name]**  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend extending the temporary employment of [Employee's Name] in the position of [Employee's Position]. I have had the pleasure of supervising [him/her/them] for the past [duration] and have been consistently impressed with [his/her/their] work ethic and contributions.

[Employee's Name] has demonstrated exceptional skills in [specific skills or tasks], and [he/she/they] has shown an eagerness to learn and adapt to our team's needs. [He/She/They] has also been a valuable asset in [mention specific projects or responsibilities].

I believe that extending [his/her/their] temporary position will benefit our team and help achieve our upcoming goals. I wholeheartedly endorse [Employee's Name] for this extension and look forward to [his/her/their] continued contributions.

Thank you for considering this recommendation. Please feel free to contact me if you need any further information.

Sincerely,  
[Your Name]  
[Your Position]