

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the approval of my temporary job extension at [Company's Name]. I am grateful for the opportunity to continue contributing to the team and the projects at hand.

Thank you for your support and confidence in my abilities. I look forward to working closely with you and the rest of the team during this extended period.

Best regards,

[Your Name]