

Contract Extension Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your current employment contract with [Company Name], which is set to expire on [Current Contract Expiration Date], will be extended. The new contract terms are as follows:

- **New Contract Duration:** [New Contract Start Date] to [New Contract End Date]
- **Position:** [Job Title]
- **Salary:** [New Salary]
- **Other Benefits:** [List any changes or additions to benefits]

Please sign and return a copy of this agreement to indicate your acceptance of the new terms.

Thank you for your continued dedication and hard work at [Company Name]. We look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Employee Acceptance:

I, [Employee Name], accept the terms of this contract extension agreement.

Signature: _____ Date: _____