

# Employment Agreement Extension

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your employment agreement, dated [Original Agreement Date], is hereby extended for an additional period of [Duration]. The new end date of your employment will be [New End Date].

All other terms and conditions of your employment, as stated in the original agreement, will remain in effect throughout this extension period.

Please sign below to confirm your acceptance of this extension and return a signed copy to us by [Response Deadline].

We appreciate your contributions to [Company's Name] and look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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[Employee's Signature] Date: \_\_\_\_\_