

Employment Extension Agreement

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are pleased to inform you that your freelance contract with [Company Name] is being extended. This agreement outlines the terms of the extension:

1. Extension Period: Your contract will be extended for an additional [Insert Duration] starting from [Insert Start Date] to [Insert End Date].

2. Compensation: You will receive a compensation of [Insert Amount] payable [Insert Payment Schedule].

3. Duties and Responsibilities: You will continue to perform the duties outlined in your original contract, including [Briefly List Key Responsibilities].

4. Termination: Either party may terminate this agreement with [Insert Notice Period] written notice.

Please sign below to indicate your acceptance of this extension:

[Contractor's Name] - Signature

Date: _____

Thank you for your continued collaboration with [Company Name]. We look forward to your contributions in the extended period.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]