

Employment Extension Approval

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 with [Company Name] as a [Job Title] has been officially extended for the seasonal period. Your new employment period will be from [Start Date] to [End Date].

We appreciate your contributions during your time with us and are excited to have you continue as part of our team.

Please feel free to reach out if you have any questions regarding this extension.

Best regards,

[Your Name]

[Your Title]

[Company Name]