

Employment Extension Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm the extension of your part-time employment with [Company Name]. Your new employment period will commence on [Start Date] and will continue until [End Date].

As discussed, your role and responsibilities will remain the same, and you will continue to report to [Supervisor's Name]. Your hourly rate will remain at [Hourly Rate].

Thank you for your continued contributions to our team. Please feel free to reach out if you have any questions regarding this extension.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]