

Employment Extension Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your employment with [Company Name] as a [Job Title] has been extended. Your new end date will be [New End Date]. This extension is based on [reason for extension, e.g., project needs, performance, etc.].

Please continue to report to [Supervisor's Name] and maintain your current responsibilities and duties during this extended period.

If you have any questions or require further information, please feel free to reach out to [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]