

Employee Contract Extension Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the extension of my employment contract as discussed. I appreciate the opportunity to continue my work with [Company's Name] and am excited to contribute further to our team.

As per our conversation, the extension will commence on [Start Date] and will continue until [End Date]. I am confident that I can continue to meet and exceed the expectations laid out in my current role.

Thank you for your trust in my abilities. I look forward to collaborating with everyone at [Company's Name] in the upcoming term.

Sincerely,

[Your Name]

[Your Job Title]