

# Employee Contract Extension Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your current employment contract with [Company Name], originally set to expire on [Original Expiration Date], is hereby extended for an additional term of [Duration of Extension] under the same terms and conditions.

The new expiration date will be [New Expiration Date]. We appreciate your contributions to our team and look forward to your continued success with [Company Name].

If you agree to the terms of this contract extension, please sign and return this letter by [Return Date].

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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Signature of Employee

Date: \_\_\_\_\_