

Employee Contract Extension Approval

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your contract with [Company Name] has been approved for extension. Your new contract will be effective from [New Start Date] and will conclude on [New End Date].

Please find the details of your extended contract below:

- **Position:** [Employee's Position]
- **Salary:** [New Salary]
- **Benefits:** [Details of Benefits]
- **Additional Terms:** [Any Additional Terms]

We appreciate your continued contributions to the team and look forward to your ongoing success within the company. Please sign and return the attached contract extension by [Return Date].

If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]