

Employee Contract Extension Confirmation

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your contract with [Your Company Name] has been extended. The new contract period will commence on [Start Date] and conclude on [End Date].

All terms and conditions of your original contract will remain in effect during the extension period, with the exception of any modifications as discussed.

Please sign and return a copy of this letter by [Due Date] to confirm your acceptance of the contract extension.

Thank you for your continued contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]