

Contract Extension Letter

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your current employment contract will be extended for an additional period. The terms of this extension are as follows:

Contract Details:

- Position: [Employee's Position]
- Extension Period: [Start Date] to [End Date]
- Compensation: [Salary/Hourly Rate]
- Benefits: [List Benefits]

Please confirm your acceptance of this extension by signing below and returning a copy of this letter to us by [Response Deadline].

We appreciate your contributions to [Company Name] and look forward to your continued success with us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Accepted by: _____
[Employee's Name]
Date: _____