

# Employee Contract Extension Terms

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that your current employment contract will be extended under the following terms:

## 1. Contract Duration

Your employment contract will be extended for an additional period of [insert duration], starting from [insert start date] to [insert end date].

## 2. Position

You will continue in your role as [insert job title].

## 3. Compensation

Your salary will be adjusted to [insert new salary], effective from [insert effective date].

## 4. Benefits

You will continue to receive the same benefits as outlined in your original contract.

## 5. Terms and Conditions

All other terms and conditions of your original employment contract remain unchanged.

Please sign below to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

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Employee Signature: \_\_\_\_\_

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