

Letter of Acknowledgment

Date: [Insert Date]

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

Dear [Employee's Name],

We are pleased to inform you that your request for an extension of your temporary employment with [Company Name] has been accepted. Your new temporary employment period will now extend through [New End Date].

We appreciate your contributions to our team and look forward to your continued success in this role.

If you have any questions regarding this extension, please feel free to reach out.

Thank you for your hard work and dedication.

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