

Temporary Employment Extension Confirmation

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, ZIP]

Dear [Employee's Name],

We are pleased to inform you that your temporary employment with [Company Name] has been extended at the discretion of management. Your new end date will be [Insert New End Date].

During this extension, all terms and conditions of your current employment will remain in effect.

Thank you for your continued contributions to the team. If you have any questions regarding this extension, please do not hesitate to reach out.

Sincerely,

[Manager's Name]
[Manager's Title]
[Company Name]
[Company Contact Information]