

Justification for Temporary Employment Extension

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Justification for Temporary Employment Extension for [Employee's Name]

Dear [Manager's Name],

I am writing to formally recommend the extension of the temporary employment for [Employee's Name], who has been an integral part of our team since [Start Date]. [Employee's Name] has significantly contributed to our projects and team dynamics during their tenure.

Key Contributions:

- [Specific contribution or project involvement]
- [Another contribution highlighting impact on team or project]
- [Any additional skills or attributes that have benefited the team]

Given these contributions, I believe that extending [Employee's Name]'s employment will not only support ongoing projects but also ensure continuity and stability in our team's performance.

Thank you for considering this request. I am confident that an extension will be beneficial for both [Employee's Name] and our team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]