

# Notification of Temporary Employment Extension

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that your temporary employment with [Company Name] has been extended due to the seasonal workload. Your new end date will be [Insert New End Date]. During this period, you will continue to work in your current role and be compensated at the same rate.

Please confirm your acceptance of this extension by signing and returning a copy of this letter by [Insert Deadline]. If you have any questions or need further information, feel free to reach out to [Contact Person/Department].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]