

# Request for Temporary Employment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an extension of my temporary employment with [Company's Name] due to the ongoing requirements of the [specific project name or description]. As we continue to make progress, my contributions remain pivotal to the successful completion of the project.

My original end date is [insert original end date], and I believe that an extension until [insert requested new end date] would allow me to ensure a smooth continuation of our efforts and meet the project's goals effectively.

I appreciate your consideration of this request, and I am more than willing to discuss this matter further at your convenience. Thank you for your attention and support.

Sincerely,

[Your Name]