

Notification for Service Engagement Extension

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that your service engagement with [Your Company Name] has been extended. This decision comes as a result of your valuable contributions and dedication to our projects.

The new engagement period will commence on [Start Date] and will conclude on [End Date]. We believe that this extension will allow us to achieve our objectives effectively while continuing to build upon the established success of our collaboration.

If you have any questions or require further details, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]