

Job Offer Extension Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that we would like to extend your project-based job offer with [Company Name]. Your skills and contributions have proven invaluable to our team, and we are excited to continue working together.

Your initial start date was [Initial Start Date], and we propose to extend your employment period until [New End Date]. All other terms and conditions of your employment will remain unchanged.

Please confirm your acceptance of this extension by signing and returning this letter by [Response Due Date].

We look forward to your positive response and to continuing our successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]