

Job Offer Extension Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to extend your seasonal employment with [Company Name] for an additional [duration] beginning on [start date] and ending on [end date]. Your contributions to our team during the previous season have been greatly appreciated, and we are excited to see your continued growth and success.

Your role as [Job Title] will remain unchanged, and your hourly rate will be [hourly rate]. Please confirm your acceptance of this offer extension by signing and returning the enclosed copy of this letter by [return date].

If you have any questions, feel free to reach out to me directly at [your phone number] or [your email].

Thank you for being a valued member of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]