

Employment Contract Extension

Dear [Employee's Name],

We are pleased to inform you that your employment contract with [Company Name] will be extended for an additional period of [Duration]. This extension will be effective from [Start Date] to [End Date].

Your role and responsibilities will remain the same as outlined in your original contract, and all terms and conditions will continue to apply.

Please sign and return a copy of this letter to confirm your acceptance of the contract extension.

Thank you for your continued contribution to [Company Name]. We look forward to another successful term together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]