

# Notification of Contract Period Extension

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you that your current contract with [Company Name] for the position of [Position Title] will be extended for an additional period.

The new contract period will commence on [Start Date] and will conclude on [End Date]. This extension is in recognition of your valuable contributions to our team and ongoing projects.

Please confirm your acceptance of this contract extension by [Confirmation Deadline]. Should you have any questions or require additional information, feel free to reach out to us.

We look forward to your continued contributions and success.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Your Contact Information]