

Notice of Contract Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of the extension of your contract with [Company Name].

Due to [reason for extension], we have decided to extend your contract for an additional [duration] under the same terms and conditions. The new contract end date will be [new end date].

Please acknowledge your acceptance of this extension by signing and returning the attached copy of this letter.

Thank you for your continued cooperation and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]