

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Project Extension Placement Offer**

Dear [Candidate Name],

We are pleased to formally offer you an extension of your placement for the project "[Project Name]" with [Company Name]. Your contribution during the initial phase has been invaluable, and we would like to extend your term to continue your work with the team.

The details of your extension are as follows:

- **New End Date:** [Revised End Date]
- **Role/Title:** [Position Title]
- **Reporting Manager:** [Manager Name]
- **Compensation:** [Salary/Stipend Amount] (if applicable)
- **Location:** [Work Location/Remote]

Except for the change in the project end date, all other terms and conditions of your original placement agreement dated [Original Start Date] remain in full force and effect.

Please indicate your acceptance of this extension by signing and returning a copy of this letter by [Deadline Date].

We look forward to your continued success on this project.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I accept the extension of my placement as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_