

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Extension of Temporary Assignment**

Dear [Employee Name],

This letter serves to formally notify you that your temporary assignment as [Job Title] has been extended. Originally scheduled to conclude on [Original End Date], your assignment is now extended until [New End Date].

All other terms and conditions of your employment and this temporary assignment remain the same. This includes your current compensation rate of [Salary/Hourly Rate] and your reporting supervisor, [Supervisor Name].

Please note that this assignment remains temporary in nature and does not guarantee permanent employment in this position. The company reserves the right to terminate this assignment prior to the new end date based on business needs.

Please sign and return a copy of this letter to [Department Name/Contact Person] by [Date] to indicate your acceptance of this extension.

Thank you for your continued contributions during this period.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I accept the extension of my temporary assignment as outlined above.

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

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