

[Company Name]
[Company Address]
[Date]

[Contractor Name]
[Contractor Address]

Subject: Extension of Fixed-Term Consultancy Agreement

Dear [Contractor Name],

This letter serves as formal notification to extend your current fixed-term contract with [Company Name], which is currently scheduled to expire on [Current End Date].

We are pleased to offer an extension of your services. The new terms of the extension are as follows:

- **Extension Period:** [Number] months / weeks
- **New Expiry Date:** [New End Date]
- **Rolling Provision:** Following this date, the contract will continue on a rolling [Month/Week] basis unless terminated by either party with [Number] days' written notice.

All other terms and conditions outlined in your original 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].

Yours sincerely,

[Name of Manager/HR]
[Title]
[Company Name]

Contractor Acceptance:

I, [Contractor Name], accept the extension of my contract as outlined above.

Signed: _____

Date: _____