

TEMPORARY ASSIGNMENT EXTENSION AGREEMENT

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Dear [Employee Name],

This letter serves as a formal agreement to extend your temporary assignment in the position of [Insert Job Title] within the [Insert Department Name] department.

The original assignment, which was scheduled to conclude on [Insert Original End Date], is now extended under the following terms:

- **New End Date:** The extension will be effective until [Insert New End Date].
- **Compensation:** Your rate of pay will remain [Insert Amount] per [Hour/Month] (or specify if there is a change).
- **Job Duties:** Your primary responsibilities will remain consistent with your current temporary role unless otherwise discussed.

Please note that this extension does not change your status as a temporary employee. Either party may terminate this assignment prior to the new end date, provided that [Insert Notice Period, e.g., two weeks] notice is given in writing.

All other terms and conditions of your initial temporary employment agreement remain in full force and effect.

Please indicate your acceptance of this extension by signing and returning this letter by [Insert Return Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acceptance:

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

Signature: _____ Date: _____