

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Address]
[City, State, Zip Code]

Subject: Extension of Fixed-Term Contract and Update to Terms

Dear [Employee Name],

We are pleased to inform you that your fixed-term employment contract with [Company Name], which was originally scheduled to end on [Original End Date], has been extended.

Your new employment end date will be [New End Date].

In addition to this extension, please note the following updates to your terms and conditions of employment, effective as of [Effective Date]:

- **Job Title:** [New Title or "No Change"]
- **Salary/Rate:** [New Salary Amount]
- **Working Hours:** [Updated Hours or "No Change"]
- **Other Updates:** [Insert any other changes here]

All other terms and conditions of your original employment agreement dated [Original Contract Date] remain in full force and effect.

Please review these updates. If you accept this extension and the updated terms, please sign and return a copy of this letter by [Deadline Date].

We look forward to your continued contribution to the team.

Sincerely,

[Name of Manager/HR Representative]
[Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the extension of my fixed-term contract and the updated terms as outlined above.

Signature: _____

Date: _____