

[Date]

[Worker Full Name]

[Worker ID/Reference Number]

[Staffing Agency Name - if applicable]

Subject: Notification of Assignment Extension

Dear [Worker Name],

We are pleased to inform you that your contingent assignment with [Company Name] has been officially extended.

The details of your extension are as follows:

- **Original End Date:** [Original Date]
- **New End Date:** [New Date]
- **Position Title:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your initial assignment remain in effect. This extension is subject to the continuing business needs of [Company Name] and does not constitute a contract of permanent employment.

Please coordinate with [Staffing Agency Name/HR Department] to complete any necessary paperwork required for this extension.

Thank you for your continued contributions to the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]