

[Date]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

Subject: Approval of Extension for Volume Hiring Project: [Project Name/ID]

Dear [Recipient Name],

This letter serves as formal notification that your request to extend the timeline for the [Project Name] volume hiring initiative has been reviewed and approved.

The original project completion date of [Original End Date] has been officially extended to [New End Date]. This extension is granted to ensure the successful fulfillment of the remaining [Number] vacancies and to maintain the quality of the recruitment process.

Approved Project Details:

- **Project Name:** [Project Name]
- **Extended Completion Date:** [New End Date]
- **Remaining Hiring Target:** [Number of Hires]
- **Allocated Budget Status:** [Remains the same / Adjusted to Amount]

Please ensure that all recruitment activities are aligned with this new timeline. We expect a progress update by [Date] to ensure the project remains on track for the new deadline.

If you have any questions regarding this extension, please contact [Contact Person/Department Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]