

[Date]

[Candidate Name]

[Address Line 1]

[Address Line 2]

**Subject: Approval of Secondment Extension**

Dear [Candidate Name],

I am pleased to inform you that your secondment to [Host Department/Organization Name] has been officially extended.

The details of the extension are as follows:

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

All other terms and conditions outlined in your original secondment agreement dated [Original Agreement Date] will remain in effect during this extension period.

Please sign and return a copy of this letter to [Department Name] by [Date] to confirm your acceptance of this extension.

We appreciate your continued contribution and wish you further success in this role.

Sincerely,

[Sender Name]

[Title]

[Company Name]

---

**Acceptance:**

I, [Candidate Name], accept the extension of my secondment as detailed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_