

[Date]

[Staff Member Name]
[Staff Member Address]
[City, State, Zip Code]

Subject: Extension of Temporary Assignment

Dear [Staff Member Name],

We are pleased to inform you that [Client Company Name] has requested to extend your current temporary assignment. This extension has been officially approved.

The details of your extension are as follows:

- **Original End Date:** [Original Date]
- **New End Date:** [New Date]
- **Reporting Manager:** [Manager Name]
- **Location:** [Work Location/Remote]

All other terms and conditions of your employment contract, including your compensation and job responsibilities, remain unchanged.

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

Thank you for your continued hard work and contributions to the team.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment and Acceptance:

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

Signature: _____ Date: _____