

[Date]

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

Subject: Extension of Placement Period

Dear [Candidate Name],

This letter serves as formal notification that [Client Company Name] has requested and sanctioned an extension of your current placement at their facility located in [Location].

Your current assignment, which was scheduled to conclude on [Original End Date], has been extended under the following terms:

- **New End Date:** [New End Date]
- **Position Title:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Hours per week/Shift details]

All other terms and conditions of your employment agreement with [Staffing Agency/Your Company Name] remain unchanged. Please note that this placement remains "at-will" and may be terminated by either party or the client at any time, with or without cause.

Please acknowledge your acceptance of this extension by signing below and returning a copy to [Department/Name] by [Deadline Date].

We appreciate your continued hard work and your contributions to the team at [Client Company Name].

Sincerely,

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

Acknowledgment and Acceptance:

I, [Candidate Name], accept the extension of my placement as outlined above.

Signature

Date