

[Date]

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

Re: Extension of Temporary Assignment

Dear [Contractor Name],

This letter serves as formal notification that your temporary assignment with [Company Name] has been extended. Your original contract, which was scheduled to end on [Original End Date], will now continue through [New End Date].

All other terms and conditions of your original agreement, including your rate of compensation and job responsibilities, will remain the same during this extension period.

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

Thank you for your continued contributions to the team.

Sincerely,

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

**Acknowledgment:**

I accept the extension of my assignment as outlined above.

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