

[Date]

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

**Subject: Extension of Temporary Staffing Assignment and Rate Adjustment**

Dear [Staff Member Name],

We are pleased to inform you that your temporary assignment with [Company Name] has been extended. Your contribution to the [Department Name] team has been highly valued, and we look forward to your continued support.

Please find the updated details of your contract extension below:

- **Extended End Date:** [New End Date]
- **New Hourly Rate:** \$[New Amount] per hour
- **Effective Date of New Rate:** [Date]

All other terms and conditions of your original employment agreement remain in effect. Please sign and return a copy of this letter to [Department/Contact Person] by [Deadline Date] to confirm your acceptance of this extension.

Thank you for your hard work and dedication.

Sincerely,

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

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**Acknowledgment and Acceptance:**

I, [Staff Member Name], accept the extension of my contract and the adjusted rate as outlined above.

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