

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

[Date]

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

**Subject: Extension of Fixed-Term IT Consultancy Contract**

Dear [Contractor Name],

We are pleased to inform you that [Company Name] wishes to extend your fixed-term contract for IT services. Your current contract, which is scheduled to expire on [Current End Date], will be extended under the following terms:

**New Contract End Date:** [New End Date]  
**Role/Project:** [Project Name/Job Title]  
**Rate/Compensation:** [Specify if same or new rate]  
**Notice Period:** [Number of days/weeks]

All other terms and conditions set forth in your original agreement dated [Original Start Date] shall remain in full force and effect.

Please confirm your acceptance of this extension by signing and returning a copy of this letter by [Deadline Date].

We look forward to your continued contribution to our IT department.

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]

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**Acceptance:**

I, [Contractor Name], accept the extension of my fixed-term contract as outlined above.

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