

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

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

Subject: Extension of Seasonal Employment Contract

Dear [Worker Name],

We are pleased to inform you that your seasonal employment contract with [Agency Name], currently assigned to [Client Company Name], has been extended.

The details of your extension are as follows:

- **Original End Date:** [Original Date]
- **New End Date:** [New Date]
- **Position:** [Job Title]
- **Pay Rate:** [Amount] per [Hour/Week]

All other terms and conditions of your original employment agreement dated [Original Contract Date] will remain in full force and effect. This extension is subject to the continuing operational needs of the client.

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

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

Sincerely,

[Name of Coordinator]
[Title]
[Agency Name]

Acknowledgment and Acceptance:

I, [Worker Name], accept the extension of my seasonal contract as outlined above.

Signature: _____ Date: _____