

[Company Name]
[Company Address]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Extension of Seasonal Employment Contract

Dear [Employee Name],

We are pleased to inform you that your seasonal employment contract, which was originally scheduled to end on [Original End Date], has been extended.

Due to the continued requirements of the holiday season, your new contract end date will be [New End Date].

All other terms and conditions of your original employment agreement, including your position, hourly rate/salary, and reporting manager, remain unchanged. This extension is subject to the same company policies and procedures outlined in your initial onboarding documents.

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

Thank you for your hard work and contributions during this busy period.

Sincerely,

[Manager Name]
[Title]

Acknowledgment:

I accept the extension of my seasonal contract under the terms described above.

Signature: _____

Date: _____