

[Date]

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

Subject: Extension of Seasonal Assignment

Dear [Employee Name],

We are pleased to offer you an extension of your seasonal employment with [Company Name] in the position of [Job Title]. Your performance during this season has been valued, and we would like to continue our working relationship.

Your current assignment, which was scheduled to end on [Original End Date], is now extended until [New End Date].

The terms and conditions of your employment will remain the same as outlined in your original offer letter, including your hourly rate of [Pay Rate] and your primary duties. This extension does not guarantee permanent employment, and your status remains seasonal and at-will.

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

We look forward to having you with us for the remainder of the season.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acceptance:

I accept the extension of my seasonal assignment as outlined above.

Signature: _____ Date: _____