

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Extension of Seasonal Placement**

Dear [Employee Name],

We are pleased to inform you that your seasonal placement with [Company Name] has been extended. Your contributions during this season have been greatly valued, and we would like to offer you an extension of your current role.

The details of your extension are as follows:

- **Original End Date:** [Original Date]
- **New End Date:** [New Date]
- **Reporting Manager:** [Manager Name]
- **Hourly Rate/Salary:** [Amount] (as previously agreed)

All other terms and conditions of your initial employment agreement remain in effect. Please note that this position remains seasonal in nature and does not guarantee permanent employment beyond the new end date specified above.

To accept this extension, please sign and return a copy of this letter by [Deadline Date].

We look forward to continuing our work together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], accept the extension of my seasonal placement under the terms described above.

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