

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Security Clearance ID: [Insert ID Number]

Subject: Renewal of Fixed-Term Contract and Compliance Verification

Dear [Contractor Name],

We are pleased to inform you that [Company Name] wishes to extend your fixed-term contract for the position of [Job Title].

1. Extension Period

The new contract period will commence on [Start Date] and is scheduled to terminate on [End Date], unless extended or terminated earlier in accordance with the contract terms.

2. Compliance and Security Clearance

This renewal is contingent upon your continued compliance with our internal security protocols. We have verified that your [Type of Clearance, e.g., SC/DV] clearance remains active and valid through [Clearance Expiry Date]. You are required to report any changes in status that may affect your eligibility immediately.

3. Terms and Conditions

All other terms and conditions outlined in your original agreement dated [Original Contract Date] remain in full force and effect. Please ensure your professional indemnity insurance and compliance documentation are updated as required.

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

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Contractor Acceptance

I, [Contractor Name], accept the extension of my contract as outlined above and confirm my adherence to all security and compliance requirements.

Signature: _____ Date: _____