

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

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

Subject: Extension of Fixed-Term Employment Contract

Dear [Employee Name],

We are pleased to inform you that [Company Name] would like to extend your fixed-term employment contract for the position of [Job Title]. This extension is based on your performance and our ongoing business requirements.

The terms of your extension are as follows:

- **New Expiry Date:** Your contract is extended until [New End Date].
- **Work Location:** This role remains a 100% remote position. You are expected to perform your duties from your designated home office.
- **Compensation:** Your salary will remain at [Amount] per [Pay Period].
- **Reporting:** You will continue to report to [Supervisor Name].

All other terms and conditions of your original employment agreement dated [Original Contract Date] shall remain in full force and effect.

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

We look forward to your continued contributions to the team.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the extension of my fixed-term contract under the terms outlined above.

Signature: _____

Date: _____