

[Date]

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

Subject: Notification of Pending Contract Extension

Dear [Candidate Name],

This letter is to formally notify you that [Company Name] intends to extend your current employment contract, which is currently set to expire on [Current End Date].

We are pleased with your performance and contributions to the [Department Name] team. We are currently finalizing the specific terms of the extension, including the new duration and any updated compensation details.

You can expect to receive the formal extension agreement for your review and signature by [Date]. All other terms and conditions of your original employment agreement will remain in effect unless otherwise specified in the forthcoming document.

Please acknowledge receipt of this notification by replying to this email or signing below.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____