

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification Regarding Employment Contract Extension Status

Dear [Employee Name],

This letter is to formally update you regarding the status of your employment contract, which is currently scheduled to expire on [Current Contract End Date].

Please be advised that while [Company Name] intends to extend your contract for the [Project Name/Department], we are currently awaiting formal approval and confirmation from the client, [Client Name].

We are actively working with the client to finalize the extension details. As soon as we receive the necessary authorization, we will provide you with the updated contract documentation for your review and signature.

Until the formal approval is received, your current terms and conditions of employment remain in effect. We appreciate your patience and your continued contributions to the team during this time.

If you have any questions, please feel free to contact [HR Manager/Supervisor Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]