

[Date]

[Consultant Name]

[Address Line 1]

[Address Line 2]

Subject: Extension of Placement Pending Client Approval

Dear [Consultant Name],

This letter serves to formally notify you of an interim extension regarding your current placement with [Client Name], which was originally scheduled to end on [Current End Date].

We are currently in the final stages of processing the formal contract extension with the client. While we await the finalized documentation, we are extending your placement on a week-to-week basis, effective [Start Date of Extension].

All other terms and conditions of your original employment agreement remain in full force and effect during this interim period. We will notify you immediately once the official approval and revised end date are confirmed.

Please acknowledge receipt of this notification by signing below and returning a copy to the HR department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

Signature: _____ Date: _____