

Date: [Current Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Extension of Temporary Assignment - Pending Client Approval

Dear [Employee Name],

This letter is to formally notify you that your current temporary assignment as [Job Title] with [Client Name] is scheduled to end on [Current End Date].

We are currently in discussions with the client regarding a formal extension of this assignment. While we await final written approval, we are extending your assignment on a temporary basis until [New Tentative End Date].

Please note that this extension is subject to final client authorization. All other terms and conditions of your employment agreement remain unchanged. We will notify you immediately once the final approval is received or if there are any changes to this schedule.

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

Sincerely,

[Manager Name]

[Company Name]

Employee Acknowledgment:

Signature: _____

Date: _____