

## Notice of Extension of Employment Period

Date:

To:

Position:

Department:

Dear ,

This is to formally notify you that your employment period with  is hereby extended.

The new period of employment shall be until .

All other terms and conditions of your employment remain unchanged.

Please signify your acceptance of this extension by signing below.

Sincerely,

Employee Acknowledgement:

Signature: \_\_\_\_\_

Date: