

Sample Contract Extension Letter Through Email Format - Example #3

Dear _____,

We are very happy to announce that your employment contract has been extended for 2 months with our company _____. Coming to the terms and conditions those are the same as the original documents.

Based on your experiences with the company for the last year _____ we have decided to extend your employment contract. And, we continue to do the work the same as with the ethics dedication.

Thanking You.

Name _____

Signature _____