

FTC extension letter

<EMPLOYEE NAME>
<EMPLOYEE ADDRESS>

<DATE>

Subject: Fixed-term contract extension

Dear <EMPLOYEE NAME>,

You started your employment with <COMPANY NAME> on a fixed-term contract on the <DATE> and ending on <DATE>.

We are happy to confirm we would like to extend your fixed-term contract until <DATE>.

Your other terms and conditions remain unchanged.

Please do not hesitate to contact us if you have any questions.

Yours sincerely,

<HR NAME
HR TITLE>

<MANAGER NAME
MANAGER TITLE>

<EMPLOYEE NAME>