FTC extension letter

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<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 your fixed-term contract will be extended 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 <MANAGER NAME

HR TITLE> MANAGER TITLE>

<EMPLOYEE NAME>