

Contract Extension Offer Letter

Subject: Contract Extension Offer

Dear [Employee Name],

We have been extremely pleased with your performance and contributions during your current contract period with [Company Name]. We would like to extend your contract employment for an additional term.

Extension Details:

- Current Contract End Date: [Date]
- New Contract End Date: [Date]
- Extension Period: [Number] months
- Compensation: [Same/Increased amount] per [period]
- All other terms remain consistent with your current agreement

Your work on [specific projects or achievements] has been outstanding, and we believe your continued involvement will be crucial to our upcoming initiatives. The extension will allow you to [mention specific projects or responsibilities].

If you agree to this extension, please sign and return this letter by [Date]. The extension will take effect immediately following the conclusion of your current contract, ensuring no gap in your employment.

We value your contributions and hope you will continue to be part of our team.

Warm regards,

[Your Name]

[Your Title]

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