PERSON\_NUMBER

LETTER\_DATE

# **Private & Confidential**

TITLE FIRST\_NAME LAST\_NAME

ADDRESS\_LINE\_1

ADDRESS\_LINE\_2

TOWN\_OR\_CITY

POSTAL\_CODE

GEOGRAPHY\_NAME

Dear TITLE LAST\_NAME,

**EXTENSION OF CONTRACT**

On the recommendation of ORGANIZATION\_NAME, I am pleased to confirm that your existing contract as POSITION\_NAME has been extended until END\_DATE\_IN\_POS. The reason for this contract remains unchanged.

In every other respect your terms and conditions of service remain the same as in the Statement of Particulars of Employment previously issued to you.

If you notice that you have received payment that you are not entitled to, you must immediately notify your HR contact in writing. Knowingly accepting payment you are not entitled to is a disciplinary offence which may result in action being taken against you.

Yours sincerely,

HR\_OFFICER

**On behalf of** **ORGANIZATION\_NAME**

Copy to: Head Teacher, ORGANIZATION\_NAME