**FIXED-TERM EXTENSION /RENEWAL NOTICE   
ON DEPARTMENT LETERHEAD**

MEMORANDUM

TO: [Employee Name]

FROM: [Supervisor Name, Title]

DATE: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

RE: Employment Status

Dear [Employee Name],

Pursuant to our discussion and mutual agreement to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [provide explanation/basis for extension] and pursuant to your initial offer letter indicating the anticipated end date for your position on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [current date], this is to advise you have been extended until approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [proposed date] or further notice.

[If grant-or contract-funded, include the following paragraph] This position is funded by a grant/contract and may be funded by a subsequent grant/contract. . Accordingly, your position is contingent upon receipt of the necessary funding from this or any subsequent grant/contract to continue employment. In the event funding for your position changes and it becomes necessary for your employment with the University of Southern California to end, you will receive one (1) month written notification of termination.

Please sign below to confirm you are in agreement with this extension.

Acknowledgement of Receipt:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee Signature Date

Attachment: Offer Letter