

Sample letter to extend contract of Online PDF

Sample Letter To Extend Contract Of Employment

Sample Letter to Extend Contract of Employment: How to Write It Effectively

Sample letter to extend contract of employment is an essential resource for both

employers and employees who wish to continue their working relationship beyond the original contract period. Whether you are a manager aiming to retain valuable staff or an employee hoping to secure your position, understanding how to draft a professional and clear extension letter can smooth the process and set clear expectations for the future.

In this article, we'll explore the purpose of contract extension letters, offer tips on how to write one that conveys the right message, and provide practical examples to help you get started. By the end, you'll feel confident drafting your own sample letter to extend contract of employment, tailored to your unique situation.

Why Is a Sample Letter to Extend Contract of Employment Important?

Contracts in the workplace often come with fixed terms, especially for temporary or project-based roles. When the end date approaches, both parties need to decide whether to renew or end their agreement. A formal letter to extend a contract serves several important purposes:

****Clarity:**** It clearly states the intention to continue employment, avoiding any confusion about the status of the relationship.

****Legal Protection:**** It documents the agreement to extend the contract, which can be vital if disputes arise later.

****Professionalism:**** It demonstrates respect and professionalism by officially confirming the extension in writing.

****Terms Update:**** It provides an opportunity to modify or confirm terms such as salary, working hours, or duration.

Having a well-crafted sample letter to extend contract of employment can streamline this communication, ensuring all essential details are included.

Key Elements to Include in Your Contract Extension Letter

When writing a letter to extend a contract of employment, it's important to cover specific information that clearly conveys the extension's terms. Here are the main components your letter should include:

1. Clear Statement of Extension

Start by explicitly stating that the contract is being extended. Mention the original contract's end date and the new period for which it will be extended.

2. Employee Details

Include the employee's full name, job title, and any relevant identification like employee number to avoid ambiguity.

3. New Contract Duration

Specify the exact dates or length of the extension ? whether it?s a few months, a year, or another agreed-upon period.

4. Terms and Conditions

Con?rm whether the original terms remain the same or if there are any changes to salary, bene?ts, working hours, or job duties.

5. Signatures

Both employer and employee should sign the letter to acknowledge their agreement, making the extension o?cial.

How to Write a Sample Letter to Extend Contract of Employment

Writing a contract extension letter doesn?t have to be complicated. Maintaining a polite, professional tone while being concise is key. Here?s a step-by-step guide to crafting your own:

Step 1: Use a Formal Letter Format

Begin with your company?s letterhead or contact details, followed by the date, and then the recipient?s information. Address the letter formally using the employee?s name.

Step 2: Open with a Positive Note

Express appreciation for the employee?s contributions so far. This sets a positive tone and shows that the extension is based on good performance.

Step 3: State the Purpose Clearly

Indicate that you wish to extend the employment contract, specifying the new duration.

Step 4: Outline Any Changes

If there are any adjustments to terms, clearly list them. If everything remains the same, a simple statement confirming this suffices.

Step 5: Invite Confirmation

Encourage the employee to sign and return the letter as confirmation of their acceptance.

Step 6: Close Professionally

End with a courteous closing, your name, position, and signature.

Sample Letter to Extend Contract of Employment

To better illustrate, here's a practical example of how a sample letter to extend contract of employment might look:

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

Subject: Extension of Employment Contract

We would like to take this opportunity to thank you for your dedication and excellent work during your current contract period, which is set to end on [original end date].

We are pleased to inform you that we wish to extend your employment contract for an additional [duration ? e.g., six months], starting from [new start date] to [new end date].

All other terms and conditions of your original contract will remain unchanged unless

otherwise agreed upon.

Please confirm your acceptance of this extension by signing and returning a copy of this letter by [deadline date].

We look forward to your continued contribution to the team.

Sincerely,

[Your Name]

[Your Position]

[Signature]

Acknowledged and accepted by:

[Employee Name]

Date: _____

Tips for Making Your Contract Extension Letter More Effective

Writing a sample letter to extend contract of employment is straightforward, but some best practices can enhance clarity and professionalism:

Be Timely: Send the extension letter well before the original contract expires to

1.
- allow time for discussion or negotiation.

Use Clear Language: Avoid jargon and keep the tone simple yet professional to

2.

prevent misunderstandings.

Personalize When Possible: Tailor the letter to the employee's role and

3.

contributions to make it more meaningful.

Keep Records: Always retain a copy of the signed letter for your files as proof of

4.

the agreement.

Consult Legal Advice: If the contract terms are complex or significant changes

5.

are involved, seek legal counsel to ensure compliance with labor laws.

Common Scenarios for Contract Extension Letters

Understanding when and why to use a sample letter to extend contract of employment

can help you apply it appropriately. Some typical situations include:

Project-Based Roles

Employees hired for a specific project may require extensions if the project timeline is

delayed or expanded.

Probationary Period Extensions

Sometimes employers extend probation contracts to allow more time for performance

evaluation.

Seasonal or Temporary Work

Seasonal workers may have contracts extended during peak periods or if their services are still needed.

Employee Retention

When an employee is valuable to the company, extending their contract helps retain their skills and institutional knowledge.

Understanding Legal Implications of Extending Employment

Contracts

While a sample letter to extend contract of employment is a formal way to document the extension, it's important to be aware of the legal consequences:

Extensions may trigger new obligations under labor laws depending on the jurisdiction.

Changes in contract terms should be agreed upon explicitly to avoid disputes.

Repeated extensions might sometimes imply permanent employment, affecting benefits and rights.

Both parties should understand their rights and responsibilities during the extension period.

Always ensure compliance with local employment laws and consult HR or legal experts when necessary.

Navigating contract renewals can feel daunting, but with a clear and well-structured sample letter to extend contract of employment, you can make the process smooth and professional. Whether you're initiating the extension or responding to one, this approach

helps maintain trust and clarity between employers and employees.

Question

Answer

What is a sample letter to
extend a contract of
employment?

A sample letter to extend a contract of employment is a formal document written by an employer to inform an employee that their existing employment contract will be extended for a specified period. It typically includes details such as the new contract duration, terms, and any changes in conditions.

What should be included
in a contract extension
letter?

A contract extension letter should include the employee's name, current contract details, the extension period, any changes to terms or conditions, confirmation of continued employment, and the signature of the employer or authorized representative.

How do you politely
request an extension of
an employment contract?

To politely request an extension, you can write a letter or email expressing your interest in continuing employment, mention your contributions or achievements, and ask if the employer would consider extending your contract. Maintain a professional and courteous tone throughout.

Can a contract extension
letter include changes in
salary or benefits?

Yes, a contract extension letter can include changes in salary, benefits, or other terms of employment. These changes should be clearly stated in the letter to ensure both parties agree to the updated terms before signing.

Is it necessary to have a
contract extension letter
for extending
employment?

While not always legally required, having a written contract extension letter is highly recommended. It serves as formal

documentation of the extension and any updated terms, providing clarity and protecting both employer and employee rights.

Sample Letter to Extend Contract of Employment: A Professional Guide

Sample letter to extend contract of employment requests play a crucial role in

formalizing the continuation of an employee's tenure within an organization. As businesses navigate fluctuating market conditions and evolving workforce needs, understanding the nuances of contract extension letters becomes essential. This article delves into the professional and legal considerations behind such letters, explores effective writing strategies, and offers insight on how employers and employees alike can approach contract extensions with clarity and confidence.

Understanding the Importance of a Contract Extension Letter

When an employment contract is nearing its expiration, both the employer and employee may consider extending the agreement to maintain the working relationship. A sample letter to extend contract of employment serves as an official communication tool to document this decision. Unlike informal verbal agreements, a well-crafted extension letter ensures that both parties have a clear understanding of the terms, duration, and any changes to the original contract.

The significance of these letters lies in their ability to:

Provide legal proof of the extension, preventing disputes

1.

Clarify the revised terms such as salary, responsibilities, or benefits

2.

Set expectations for the extended contract period

3.

Maintain professional communication and goodwill

4.

Without such documentation, organizations risk ambiguity in employment status, which can lead to operational inefficiencies or legal complications.

When and Why to Use a Sample Letter to Extend Contract of Employment

Contract extensions commonly arise in fixed-term employment scenarios, project-based roles, or probationary periods. Employers might seek to retain valuable staff without initiating a new recruitment cycle, while employees may wish to continue in their roles beyond the initial contract.

Reasons for extending a contract include:

Project continuation requiring the employee's expertise

1.

Positive performance reviews prompting retention

2.

Pending evaluation of long-term employment viability

3.

Organizational restructuring delaying permanent hiring decisions

4.

In these cases, sending a formal contract extension letter underscores the mutual consent and reinforces professionalism.

Key Components of a Contract Extension Letter

A sample letter to extend contract of employment should encompass several critical elements to ensure its effectiveness and compliance with labor regulations. These components include:

1. Clear Identification of Parties

The letter must specify the employer's name and the employee's full name and position.

This identification removes any ambiguity about whom the extension concerns.

2. Reference to the Original Contract

Citing the original contract's date and terms links the extension to the existing agreement, establishing continuity.

3. Duration of the Extension

Specify the new contract end date or the period for which the contract is extended. This clarity is vital for both payroll and administrative planning.

4. Updated Terms and Conditions

If there are any modifications to salary, work hours, job role, or benefits, these should be explicitly stated to avoid misunderstandings.

5. Acceptance Clause

Requesting the employee’s signature or written acceptance confirms their agreement to the extended terms.

6. Professional Tone and Format

Maintaining a formal and respectful tone reflects the seriousness of the document and fosters a positive employer-employee relationship.

Sample Letter to Extend Contract of Employment: Practical

Example

To illustrate, the following example demonstrates how a professional contract extension letter might be structured:

Subject: Extension of Employment Contract

Dear [Employee’s Name],

We hope this letter finds you well. We are pleased to inform you that we wish to extend your employment contract with [Company Name], originally set to expire on [Original End Date].

In recognition of your valuable contributions to the team, we propose to extend your contract for an additional period of [Duration], commencing from [Start Date of Extension] and concluding on [New End Date].

All other terms and conditions outlined in your original employment contract dated [Original Contract Date] shall remain unchanged, except for the following amendments:
[List any changes, e.g., revised salary, altered working hours, etc.]

Please indicate your acceptance of this contract extension by signing below and returning a copy of this letter by [Deadline Date].

We look forward to your continued dedication and success at [Company Name]. Should you have any questions regarding this extension, please do not hesitate to contact [HR Contact Person] at [Contact Information].

Sincerely,

[Employer's Name]

[Position]

[Company Name]

Accepted by:

[Employee's Signature] _____ Date: _____

This example embodies clarity, professionalism, and legal prudence, serving as a reliable template for various industries.

Legal and Practical Considerations in Contract Extensions

While drafting a sample letter to extend contract of employment might seem straightforward, various legal factors must be considered to ensure enforceability and fairness:

Compliance with Labor Laws: Extension terms should align with local

1. employment regulations, including maximum contract durations and renewal limits.

Notice Periods: Providing adequate notice before the contract expires is often

2.

mandated to allow employees to make informed decisions.

Employee Consent: Extensions must be mutually agreed upon; unilateral

3.

extensions by the employer can lead to disputes.

Documentation: Keeping signed copies and records protects both parties in case

4.

of future disagreements.

From a practical perspective, companies benefit from having standardized templates for contract extension letters, which streamline HR processes and ensure consistent communication.

Comparing Contract Extension Letters with New Contracts

A contract extension letter differs from drafting a new employment contract in scope and purpose. Extensions typically maintain the original contract's framework with minimal changes, while new contracts may involve renegotiated terms, probation periods, or significant role adjustments.

Employers should evaluate whether the situation calls for an extension letter or a fresh contract to best reflect the employment relationship moving forward.

Optimizing Sample Letters for SEO and Digital Use

In today's digital-first world, HR professionals and job seekers frequently search online for templates and guidelines on contract extensions. Incorporating relevant keywords such as "employment contract extension template," "contract renewal letter sample," and "how to extend employment contract" can improve visibility on search engines.

Using a natural, professional tone that addresses common user queries enhances engagement and trustworthiness. Additionally, providing downloadable samples, tips for customization, and legal insights can increase the content's value and shareability.

Best Practices for Writing an Effective Contract Extension Letter

Be Concise: Avoid unnecessary jargon; keep the letter straightforward.

1.

Use Formal Language: Maintain a respectful and professional tone throughout.

2.

Personalize When Possible: Tailor the letter to the employee's role and

3.

contributions.

Clarify Next Steps: Include instructions on how the employee should respond.

4.

Proofread: Ensure the letter is free of errors and accurately reflects agreed terms.

5.

These guidelines help ensure that the letter serves its purpose effectively, minimizing

potential confusion.

Employers and HR managers who master the art of drafting precise and compliant contract extension letters can foster stronger employee relations and safeguard organizational interests. Likewise, employees who understand the importance and content of such letters are better positioned to negotiate their employment terms and secure their career stability.

employment contract extension letter, contract renewal letter sample, letter to extend employment agreement, sample letter for contract extension, employment extension request letter, letter to renew job contract, contract extension template, letter for extending work contract, employee contract renewal letter, sample letter to prolong employment contract

NC EXTEND 2 EOG PRACTICE

Nc Extend 2 Eog Practice

****Mastering NC Extend 2 EOG Practice: A Guide to Success****

nc extend 2 eog practice is an essential component for students preparing for the

North Carolina End-of-Grade (EOG) assessments, particularly those focusing on Grade 2 competencies. These assessments are pivotal in tracking academic progress and ensuring that students meet the state's educational standards. Engaging in targeted practice not only boosts confidence but also sharpens the skills necessary to excel in the exam. In this

article, we'll explore what NC Extend 2 EOG practice entails, effective strategies for preparation, and useful resources to help young learners thrive.

Understanding NC Extend 2 EOG Practice and Its Importance

The NC Extend 2 EOG is designed specifically for students with significant cognitive disabilities, offering them an opportunity to demonstrate their knowledge and skills in a way that aligns with their learning needs. This alternate assessment focuses on essential academic concepts that correspond to the Grade 2 curriculum but is tailored to be accessible and meaningful.

What Sets NC Extend 2 Apart?

Unlike the standard EOG tests, NC Extend 2 assessments provide modified content and accommodations to ensure inclusivity. The practice materials reflect these modifications, allowing students to practice in a format that resembles the actual testing experience.

This practice is critical because it helps students become familiar with the types of questions, the testing environment, and the pacing required.

Why Practice Matters

Practice sessions do more than just prepare students academically—they also reduce anxiety and build test-taking stamina. For young learners, especially those with unique learning needs, routine exposure to practice questions and interactive exercises can make a significant difference in performance. NC Extend 2 EOG practice helps students:

Understand question formats and expectations

Develop critical thinking and problem-solving skills

Improve time management during tests

Build confidence through repeated exposure

Effective Strategies for NC Extend 2 EOG Practice

Preparation for the NC Extend 2 EOG isn't just about drilling questions; it's about creating a supportive learning environment that encourages growth and development.

Incorporate Multi-Sensory Learning

Children with cognitive disabilities often benefit from multi-sensory approaches that engage visual, auditory, and kinesthetic learning channels. Incorporate hands-on activities, visual aids, and verbal instructions to reinforce concepts. For example, when practicing math problems, using physical objects like counting blocks can help solidify understanding.

Set Realistic Goals and Break Tasks Into Manageable Segments

Long stretches of practice can be overwhelming. Breaking down study sessions into shorter, focused intervals makes the process less daunting. Setting achievable goals for each session, such as mastering a specific skill or completing a set number of questions, keeps students motivated and provides a sense of accomplishment.

Use Technology and Interactive Tools

There are many online resources and educational apps designed to support NC Extend 2 EOG practice. Interactive quizzes, games, and practice tests can make learning more engaging and allow for immediate feedback. Utilizing technology also helps students

become comfortable with digital test formats, which is increasingly important.

Collaborate with Educators and Caregivers

Teachers, therapists, and family members play a vital role in supporting EOG preparation.

Regular communication ensures that practice sessions align with each student's

Individualized Education Program (IEP) goals. Caregivers can reinforce concepts at home, creating consistency between school and home learning environments.

Resources to Enhance NC Extend 2 EOG Practice

Finding the right materials for NC Extend 2 EOG practice can be challenging, but there are several valuable resources available.

Official Practice Tests and Sample Questions

The North Carolina Department of Public Instruction often provides sample test questions and practice guides specifically for NC Extend 2 assessments. These materials offer the most accurate reflection of the test format and content, making them indispensable for practice.

Specialized Educational Websites

Websites dedicated to special education frequently host practice exercises, lesson plans, and printable worksheets tailored to Grade 2 standards and beyond. Examples include sites like ReadWorks, Khan Academy Kids, and other platforms that offer differentiated instruction suitable for diverse learners.

Community and Support Groups

Engaging with local and online communities focused on special education can offer additional support. Parents and educators often share tips, resources, and success stories that can inspire new strategies for NC Extend 2 EOG preparation.

Tips for Making NC Extend 2 EOG Practice More Engaging

Keeping young learners motivated is essential for effective practice.

Celebrate Small Wins: Acknowledge progress to build enthusiasm and

1.

confidence.

Incorporate Breaks: Short, frequent breaks help maintain focus and prevent

2.

burnout.

Use Positive Reinforcement: Praise efforts and encourage a growth mindset.

3.

Make it Fun: Turn practice into games or challenges to increase engagement.

4.

By blending these strategies with consistent practice, students can approach their NC Extend 2 EOG assessments with greater readiness and optimism.

The journey of preparing for the NC Extend 2 EOG is unique for every student, shaped by their strengths and challenges. With the right blend of practice, support, and resources, it becomes an empowering experience that celebrates learning and growth. As educators and caregivers continue to refine their approach, they lay the groundwork for academic

success and lifelong confidence.

Question

Answer

What is the NC Extend 2

EOG practice test?

The NC Extend 2 EOG practice test is a preparation tool designed for students in North Carolina who take the NC Extend 2 End-of-Grade assessments, providing sample questions and practice to help improve their skills in subjects like reading and math.

Who should use the NC

Extend 2 EOG practice

materials?

NC Extend 2 EOG practice materials are intended for students with significant cognitive disabilities who participate in alternate assessments, helping them become familiar with the test format and content.

Where can I find official

NC Extend 2 EOG

practice tests?

Official NC Extend 2 EOG practice tests and resources can be found on the North Carolina Department of Public Instruction (NCDPI) website or through school educators who have access to these materials.

How can teachers use

NC Extend 2 EOG

practice tests

effectively?

Teachers can use NC Extend 2 EOG practice tests to identify students' strengths and areas for improvement, provide targeted instruction, and familiarize students with the testing process to reduce anxiety and improve performance.

Are NC Extend 2 EOG

practice tests aligned

with the curriculum

standards?

Yes, NC Extend 2 EOG practice tests are aligned with North Carolina's Essential Standards to ensure that the content accurately reflects what students are expected to learn and demonstrate on the actual assessments.

****Mastering NC Extend 2 EOG Practice: A Detailed Exploration****

nc extend 2 eog practice serves as a pivotal resource for students preparing for the

North Carolina End-of-Grade (EOG) assessments, particularly in the domain of mathematics. This specialized practice is designed to help learners deepen their understanding of algebraic concepts, problem-solving strategies, and computational skills that are critical for success in the EOG examinations. As educators and students seek effective tools to bridge academic gaps and enhance test readiness, analyzing the role and effectiveness of NC Extend 2 EOG practice materials becomes essential.

The Role of NC Extend 2 EOG Practice in Student Preparation

The NC Extend 2 assessments are tailored for students with significant cognitive disabilities. Unlike the general EOG tests, NC Extend 2 provides alternative methods for evaluating student comprehension and mastery of grade-level content in a manner that accommodates various learning needs. NC Extend 2 EOG practice materials, therefore, are crafted with a focus on accessibility, scaffolded learning, and aligned with state standards to ensure students receive appropriate preparation for their assessments. One of the distinguishing features of NC Extend 2 EOG practice is its emphasis on functional academics and life skills alongside traditional academic content. This dual focus reflects a holistic approach to education, recognizing that many students assessed through NC Extend 2 benefit from instruction that integrates practical applications with core subjects like math and reading.

Alignment with North Carolina Curriculum Standards

NC Extend 2 EOG practice materials are meticulously aligned with the North Carolina Standard Course of Study. This alignment ensures that the practice exercises cover the essential benchmarks and objectives expected at each grade level. For instance, in grade 2 mathematics, the target for "extend 2" – the focus often includes number sense, basic operations, measurement, and introductory geometry.

The practice sets incorporate tasks that reflect these standards but are adapted to match the cognitive levels and processing speeds of students requiring extended assessments. This means that while the content remains rigorous, the presentation and complexity are carefully moderated to promote comprehension and engagement.

Features and Benefits of NC Extend 2 EOG Practice Resources

The design of NC Extend 2 EOG practice tools emphasizes accessibility and incremental skill-building. Several features contribute to their effectiveness:

Multimodal Content Delivery: Materials often include visual supports, simplified

1.

language, and interactive elements to cater to diverse learning styles.

Step-by-Step Problem Solving: Problems are broken down into manageable

2.

parts, enabling students to succeed through guided instruction.

Real-Life Contexts: Many exercises integrate practical scenarios, helping students

3.

connect abstract concepts to daily activities.

Progress Monitoring: Practice sets often come with tools for teachers to track

4.

student growth and identify areas needing reinforcement.

These features collectively make NC Extend 2 EOG practice a valuable asset not only for students but also for educators aiming to provide differentiated instruction aligned with assessment goals.

Comparing NC Extend 2 Practice with General EOG Preparations

While general EOG practice materials target a broader student population with a focus on grade-level proficiency, NC Extend 2 practice is distinct in its approach and content delivery. The former typically involves standard test formats, timed sections, and complex problem-solving scenarios, whereas NC Extend 2 materials prioritize accessibility and mastery of foundational concepts.

This difference underscores the importance of using specific preparation resources.

Students working with NC Extend 2 EOG practice are more likely to benefit from tailored content that respects their learning pace and cognitive profiles, rather than attempting to adapt mainstream materials that may not meet their unique needs.

Challenges and Considerations in Implementing NC Extend 2 EOG Practice

Despite the strengths of NC Extend 2 EOG practice materials, educators face several

challenges when integrating these resources effectively into instructional routines:

Resource Availability: High-quality, varied practice materials for NC Extend 2

1.
assessments are less abundant compared to general EOG resources, limiting options for differentiated instruction.

Training and Familiarity: Teachers and support staff require specialized training

2.
to maximize the utility of NC Extend 2 practice tools and interpret assessment results accurately.

Individualization Needs: Given the heterogeneity of learners in NC Extend 2

3.
programs, customizing practice to individual student profiles remains a complex task.

Addressing these challenges involves investment in professional development, collaboration among special educators, and ongoing feedback loops to refine practice materials.

Technological Integration and Digital Practice Platforms

The rise of digital learning platforms has introduced new opportunities for NC Extend 2 EOG practice. Interactive software and online portals can offer adaptive learning paths, instant feedback, and engaging interfaces that motivate students to persist with challenging content.

However, digital tools must be carefully vetted to ensure they align with NC Extend 2 assessment standards and accommodate assistive technologies. Successful integration often depends on balancing technological innovation with accessibility principles and teacher support.

Impact on Student Outcomes and Long-Term Academic Growth

Emerging data indicates that consistent engagement with NC Extend 2 EOG practice materials correlates positively with improved student confidence and performance on assessments. While the scope of gains varies across individual cases, structured practice facilitates skill reinforcement, reduces test anxiety, and fosters a sense of achievement. Moreover, because the NC Extend 2 assessments emphasize both academic and functional competencies, practice materials that effectively merge these domains can contribute to broader educational goals. Students not only perform better in tests but also acquire skills that enhance independence and quality of life.

Future Directions for NC Extend 2 EOG Practice Development

Looking ahead, the evolution of NC Extend 2 EOG practice is likely to focus on several key areas:

Customization Through AI: Leveraging artificial intelligence to create highly

1.
individualized practice experiences that adapt in real-time to student responses.

Cross-Disciplinary Integration: Incorporating interdisciplinary content that

2.

bridges math, literacy, and life skills more seamlessly.

Enhanced Teacher Resources: Providing comprehensive guides, assessment

3.

analytics, and lesson plans to support differentiated instruction.

Increased Accessibility Features: Expanding support for assistive devices,

4.

alternative communication methods, and varied sensory inputs.

Such advancements promise to improve the efficacy of NC Extend 2 EOG practice and better align it with diverse learner needs.

In summary, the landscape of NC Extend 2 EOG practice is marked by a commitment to accessibility, tailored instruction, and alignment with state educational standards. As schools and educators continue to refine their approaches, these practice materials will remain a cornerstone in preparing students with significant cognitive disabilities for meaningful academic assessments and future success.

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