

Internship Extension Notification

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that your internship at [Company Name] has been extended for an additional [number of weeks/months]. Your new end date will be [new end date].

This extension is granted in recognition of your valuable contributions and performance during your time with us. We believe that this additional time will enhance your experience and provide further development opportunities.

Please feel free to reach out to your supervisor, [Supervisor's Name], if you have any questions or if there is anything specific you would like to focus on during this extended period.

We look forward to your continued success and contributions at [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]