

Internship Role Invitation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that we would like to extend your internship role at [Company Name]. We have been impressed with your contributions and believe that you would benefit from further exposure in our team.

Your extended internship will begin on [Start Date] and will run until [End Date]. During this period, you will be expected to [briefly outline responsibilities or projects].

Please confirm your acceptance of this extended role by [response deadline]. If you have any questions, feel free to contact me directly.

We look forward to your continued contributions to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]