

Internship Continuation Agreement

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 with [Company Name] is being continued for an additional term. Below are the details of your internship continuation agreement:

Internship Details

Position: [Internship Position]

Start Date: [New Start Date]

End Date: [New End Date]

Supervisor: [Supervisor's Name]

Terms and Conditions

1. Your responsibilities will include, but are not limited to: [List Responsibilities].
2. You will receive a stipend of [Amount] per [Week/Month].
3. You are expected to adhere to all company policies and procedures.

Please sign and return a copy of this letter to indicate your acceptance of the continuation of your internship.

Sincerely,

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted by:

[Intern's Name]
[Date]