

# Internship Offer Extension

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

**Dear [Intern's Name],**

We are pleased to extend your internship at [Company Name] for an additional [duration, e.g., three months]. Your contributions during the initial internship period have been invaluable, and we believe that further collaboration will be mutually beneficial.

Your new internship period will commence on [start date] and conclude on [end date]. All other terms of your internship will remain the same, as outlined in your original offer letter.

Please confirm your acceptance of this extension by signing and returning the enclosed copy of this letter by [deadline for response].

We look forward to continuing our work together and are excited about your growth and contributions.

**Sincerely,**

[Your Name]

[Your Job Title]

[Company Name]

**Enclosure: Internship Offer Extension Agreement**