

# Confirmation of Extended Internship Period

Date: [Insert Date]

To [Intern's Name],

We are pleased to inform you that your internship period with [Company Name] has been officially extended. Your new internship end date will be [Insert New End Date].

We appreciate your contributions thus far and look forward to your continued involvement in our team. Your new responsibilities will include [Brief Description of New Responsibilities].

If you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]