

Formal Internship Extension Offer

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that we would like to extend your internship with [Company Name] for an additional [duration]. Your current internship is set to end on [original end date], and we believe that with this extension, you will continue to contribute significantly to our team.

During your time with us, we have been impressed with your performance and commitment. The new internship period will begin on [new start date] and continue until [new end date]. Your responsibilities will remain similar, but we hope to introduce you to new projects and opportunities that may enhance your experience.

Please confirm your acceptance of this extended internship offer by [acceptance deadline]. If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

We look forward to your continued contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]