

Internship Continuation Agreement

Date: _____

To: [Intern Name]

[Intern Address]

[City, State, Zip Code]

Dear [Intern Name],

We are pleased to confirm your continuation as an intern with [Company Name] for the upcoming term, beginning on [Start Date] and ending on [End Date]. Your contributions to our team have been invaluable, and we look forward to seeing your continued growth and development.

Below are the details of your internship continuation:

- **Position:** [Intern Position]
- **Supervisor:** [Supervisor Name]
- **Location:** [Office/Remote]
- **Working Hours:** [e.g., 20 hours/week]
- **Compensation:** [e.g., Unpaid or Paid at \$X/hour]

Please sign and return a copy of this letter by [Return Date] to indicate your acceptance of this continuation agreement.

We are excited to have you continue with us!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Acceptance of Agreement:

I, [Intern Name], accept the terms outlined in this Internship Continuation Agreement.

Signature

Date: _____