

# Internship Extension Agreement Confirmation

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm the extension of your internship at [Company Name]. Your performance has been commendable, and we believe that extending your internship will be mutually beneficial.

The new terms of your internship are as follows:

- **Extended Duration:** [Start Date] to [End Date]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Compensation:** [Compensation Details]

Please review the conditions outlined and confirm your acceptance by signing and returning a copy of this letter by [Deadline]. If you have any questions, feel free to reach out.

Thank you for your hard work and dedication. We look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]