

# Internship Term Expansion Notice

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that we would like to extend your internship term with [Company Name]. Your current internship, which was scheduled to end on [Original End Date], will now be extended until [New End Date].

This extension reflects our appreciation for your hard work, dedication, and the positive impact you have made during your time with us.

Please confirm your acceptance of this extension by [Response Deadline]. If you have any questions or require further information, feel free to reach out to us.

Thank you for your commitment, and we look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]