

Agreement to Extend Internship Duration

Date: [Insert Date]

[Intern's Name]
[Intern's Address]
[City, State, Zip Code]

[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that your internship with [Company's Name] is being extended for an additional [duration, e.g., three months] until [new end date]. We believe that this extension will provide you with further opportunities to gain valuable experience in [specific field/area].

During this extended period, you will continue to report to [Supervisor's Name] and will be responsible for [briefly outline job responsibilities]. Your current stipend will remain the same, and any benefits applicable to your position will continue as well.

Please sign and return a copy of this letter to confirm your acceptance of the extension. If you have any questions, feel free to reach out to us.

We look forward to your continued contributions to our team!

Sincerely,

[Your Name]
[Your Position]
[Company's Name]

[Intern's Name] - Signature