

# Internship Extension Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the internship extension offer for the position of [Internship Position] at [Company's Name]. I sincerely appreciate the opportunity to continue my internship and contribute further to the team.

The new internship period will be from [Start Date] to [End Date] as discussed. I am excited about the projects and experiences that lie ahead and am eager to build on the skills I have developed during my time with [Company's Name].

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from my side.

Sincerely,

[Your Name]