

[Date]

[Executive Name]

[Address]

[City, State, Zip]

**RE: Extension of Interim Assignment - [Company Name]**

Dear [Executive Name],

On behalf of [Agency Name], we are pleased to confirm the extension of your current interim assignment as [Job Title] with our client, [Company Name].

The terms of the extension are as follows:

- **New End Date:** [Date]
- **Compensation:** [Rate per Hour/Day/Month]
- **Notice Period:** [Number of days]

All other terms and conditions set forth in your original assignment agreement dated [Original Start Date] remain in full force and effect. This extension is subject to the continued agreement between [Agency Name] and [Company Name].

Please indicate your acceptance of this extension by signing below and returning a copy to us by [Date].

We appreciate your continued leadership and the value you are providing to the client.

Sincerely,

[Name of Agency Representative]

[Title]

[Agency Name]

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**Executive Acceptance:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_