

[Company Header/Logo]

[Date]

[Interim Executive Name]

[Address]

[City, State, Zip Code]

Subject: Renewal of Interim Management Contract

Dear [Interim Executive Name],

Following our recent discussions regarding your current role as [Job Title], we are pleased to offer a renewal of your interim management contract with [Company Name].

The terms of the renewal are as follows:

- **Extended Term:** Your contract will be extended from [Current End Date] to [New End Date].
- **Remuneration:** Your daily/monthly rate will remain at [Amount] (or specify new rate if applicable).
- **Notice Period:** [Number] days/weeks by either party.
- **Scope of Work:** All other terms and conditions outlined in your original agreement dated [Original Start Date] remain in full force and effect.

Please confirm your acceptance of this extension by signing and returning a copy of this letter by [Deadline Date].

We appreciate the leadership you have provided during this period and look forward to your continued contribution.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Interim Executive Name], accept the renewal of my contract as outlined above.

Signature: _____ Date: _____