

Date: [Insert Date]

[Executive Name]

[Address Line 1]

[Address Line 2]

Subject: Extension of Interim Executive Placement Agreement

Dear [Executive Name],

This letter serves as a formal amendment to your Interim Placement Agreement dated [Original Start Date]. On behalf of [Company Name], I am pleased to confirm the continuation of your services in the role of [Job Title].

The terms of your placement are extended as follows:

- **Extension Period:** From [Extension Start Date] to [New End Date].
- **Compensation:** Your [Daily/Monthly] rate remains [Amount], payable according to previous terms.
- **Notice Period:** Either party may terminate this agreement by providing [Number] days' written notice.

All other terms and conditions specified in your original agreement shall remain in full force and effect during this extension period. This continuation is subject to the ongoing needs of the organization and your continued performance of the duties assigned.

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

We appreciate your leadership and the continued value you bring to [Company Name] during this interim period.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Executive Name], accept the continuation of my interim placement as outlined above.

Signature: _____ Date: _____