

[Company Letterhead]

[Date]

[Interim Executive Name]

[Address]

[City, State, Zip Code]

Subject: Extension of Interim Management Agreement

Dear [Interim Executive Name],

This letter serves as a formal amendment to your original Fixed-Term Interim Management Agreement dated [Original Start Date].

As discussed, [Company Name] wishes to extend your current appointment as [Job Title]. We value the leadership you have provided during this transition period and would like to continue our professional relationship under the following renewed terms:

- **New Expiry Date:** Your fixed-term contract is hereby extended to [New End Date].
- **Notice Period:** [Number] days/weeks by either party.
- **Remuneration:** Your daily rate/monthly salary will remain at [Amount], payable in accordance with existing payroll procedures.
- **Deliverables:** During this extension, your primary focus will continue to be [List 2-3 key objectives/projects].

All other terms and conditions set out in your original agreement dated [Original Start Date] remain in full force and effect.

To confirm your acceptance of this extension, please sign and return the enclosed copy of this letter by [Deadline Date].

We look forward to your continued contribution to the success of [Company Name].

Yours sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

Acceptance:

I, [Interim Executive Name], accept the extension of my fixed-term contract as outlined above.

Signature: _____ Date: _____