

[Company Name]
[Address Line 1]
[Address Line 2]

[Date]

[Executive Name]
[Address Line 1]
[Address Line 2]

RE: Extension of Interim Appointment

Dear [Executive Name],

This letter serves to formally extend your current appointment as [Job Title] for [Company Name].

The original agreement dated [Original Start Date] is hereby amended to extend your term of service. Your interim appointment, which was scheduled to conclude on [Original End Date], will now continue until [New End Date], unless terminated earlier by either party or extended by mutual written agreement.

All other terms and conditions of your original agreement, including compensation, benefits, and duties, shall remain in full force and effect during this extension period, with the following exceptions:

- [List any changes to compensation or duties, or type "None"]

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

We appreciate your continued leadership and contributions during this transition period.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Executive Name], accept the extension of my interim appointment as outlined above.

Signature: _____ Date: _____