

[Agency Letterhead/Logo]

[Date]

[Interim Executive Name]

[Address]

[City, State, Zip Code]

Subject: Extension of Interim Executive Assignment

Dear [Interim Executive Name],

This letter serves to formally confirm the extension of your current interim assignment as [Job Title] at [Client Company Name].

Your assignment, which was originally scheduled to conclude on [Original End Date], has been extended. Your new anticipated end date will be [New End Date].

All other terms and conditions of your original employment agreement dated [Original Contract Date] remain in full force and effect, including:

- Reporting Structure: [Manager Name/Title]
- Compensation: [Rate per Hour/Day/Month]
- Scope of Work: [As previously defined / See attached updated scope]

Please indicate your acceptance of this extension by signing below and returning a copy to [Agency Contact Person] by [Deadline Date].

We appreciate your continued contributions and the value you are providing to [Client Company Name].

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

Acceptance:

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

Signature: _____ Date: _____