

[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Subject: Extension of Interim Leadership Assignment - [Interim Executive Name]

Dear [Client Name],

This letter serves as a formal agreement to extend the interim leadership assignment of [Interim Executive Name] in the role of [Job Title] at [Company Name].

The current assignment, originally scheduled to conclude on [Original End Date], will now be extended until [New End Date]. All other terms and conditions outlined in the original contract dated [Original Contract Date] remain in full effect.

The billing rate for this extension period will be [Rate] per [Hour/Day/Month].

Please confirm your acceptance of this renewal by signing below and returning a copy to our office by [Date].

We appreciate the continued partnership and are pleased to support [Company Name] through this leadership transition.

Sincerely,

[Your Name]
[Your Title]
[Recruitment Agency Name]

Approved by Client:

Signature: _____

Name: [Client Name]

Date: _____