

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Interim Manager Name]
[Address Line 1]
[City, State, Zip Code]

RE: Renewal of Interim Management Engagement

Dear [Interim Manager Name],

This letter serves as a formal agreement to renew your engagement as [Job Title] with [Company Name]. We have highly valued your leadership and contributions during the initial term, and we wish to extend our professional relationship.

The terms of the renewal are as follows:

- **Extension Period:** The engagement is extended for an additional period of [Number] months, commencing on [Start Date] and expiring on [End Date].
- **Scope of Work:** You will continue to perform the duties outlined in the original agreement dated [Original Agreement Date], with the following additional focus areas: [List additional objectives if any].
- **Compensation:** Your daily/monthly rate remains at [Amount], payable in accordance with our standard billing cycles.
- **Termination:** Either party may terminate this extension by providing [Number] days' written notice.

All other terms and conditions set forth in the original Engagement Agreement shall remain in full force and effect throughout this extension period.

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

We look forward to your continued success within our organization.

Sincerely,

[Authorized Signature]
[Name of Authorized Representative]
[Title]

Acceptance:

I, [Interim Manager Name], accept the renewal of my engagement as outlined above.

Signature: _____

Date: _____