**Sample Research Intern Extension Letter**

**Last updated: 1/27/2020**

*Employee-in-training appointments are expected to be full-time.*

*Less than full-time appointments require CALS HR approval*

*prior to proceeding with offer.*

*Maximum appointment duration = 3 years*

<Date>

<Name>

<Address Line 1>

<Address Line 2>

Dear <Name>:

It is our pleasure to extend your employee-in-training appointment as a Research Intern in the <operational area>, with the Department of <department name> at the University of Wisconsin-Madison. This appointment will be extended from the current end date of <date> to a new end date of <extended appointment end-date> at <appointment percent> percent time. Your pay will be $<amount> per hour. Deductions will be made from your bi-weekly paycheck for Social Security, Federal and State taxes. You will be paid on alternate Thursdays. We anticipate that the appointment will continue at least through <date>, contingent upon your training progress, funding availability, program needs and satisfactory performance.

All other terms and conditions of your employment will remain the same as identified in your initial appointment letter.

We look forward to your continued work in the department. Please do not hesitate to call me or contact <department administrator> if you have any questions about your appointment.

Sincerely,

<Mentor's name> <CALS HR Mgr name>

<Mentor's title> Human Resources Manager

<Operational Area/Designation> CALS Human Resources

<Chair/Director signature if required by unit>

<Department Chair/Designee's name>

<Title>