**Sample Research Intern Extension Letter**

**Last updated: 8/2/2018**

*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 with a full-time annual salary rate of $ <dollar amount>. Add if appointment is less than full-time: <Since your appointment is XX% time, your monthly salary will be $XXXXX.> We anticipate that the appointment will continue at least through <date>, contingent upon your training progress, funding availability, program needs and satisfactory performance.

\*\*Add this paragraph if on J-1 Visa Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations.  If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/compliance-policy/export-control/).

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> CALS Human Resources Manager

<Operational Area/Designation>

<Chair/Director signature if required by unit>

<Department Chair/Designee's name>

<Title>