Logo, company name

Description automatically generated

**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**RESEARCH INTERN EXTENSION LETTER**

[date]

[name and address]

Dear [name]:

(*Add the following paragraph for* ***exempt*** *positions—remove if non-exempt)*

The [name of Department/Center] at the University of Wisconsin-Madison is pleased to extend your current appointment as Research Intern from [start date] through [end date]. Your appointment will continue at [percentage]% time and you will be paid at your current full-time annual (twelve-month) rate of $[salary].

(*Add the following paragraph for* ***non-exempt*** *positions—remove if exempt)*

The [name of Department/Center] at the University of Wisconsin-Madison is pleased to extend your current appointment as Research Intern from [start date] through [end date]. Your appointment will continue at [percentage]% time with an hourly rate of $[hourly rate] per hour based on the full-time annual (twelve-month) rate of $[annual rate].

You will continue to collaborate with [name of professor] training on [specialization/project description].

I look forward to our continued working relationship.

Sincerely,

[name of person signing letter]

[title of person signing letter]

xc: [name of any individuals to be copied]