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

**ZERO-DOLLAR RESEARCH INTERN EXTENSION LETTER**

[date]

[name and address]

Dear [name]:

The [name of Department/Center] at the University of Wisconsin-Madison is pleased to extend your zero-dollar appointment as Research Intern from [start date] through [end date]. This appointment entails no financial support from the University of Wisconsin. The source of your support is [source of support] which will be paid directly to you.

You will continue to collaborate with [name of professor] training on [specialization/project description]. If you have any questions regarding this extension, feel free to contact me immediately.

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]