**Probation Extension Letter**

**Format 1**

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| \_\_\_Name\_\_\_  \_\_\_Address\_\_\_  Date:  Dear [Employee name]  Probationary Period extension  As you are aware from our recent meeting, your probationary period is due to end on [date].  Unfortunately, your performance has not yet reached a satisfactory standard in the following areas. [state the required standards and the improvement areas]. The decision has been taken to extend your probationary period for [insert duration] and it will now end on [date].  I would like to give you the opportunity to focus on improvements in the areas outlined above and we will meet after [insert frequency] to review progress. I have also arranged for additional support/training to be provided to you in the following areas [insert details].  If You have any queries regarding this decision please do not hesitate to contact me.  Kind regards  \_\_\_Signature\_\_\_  \_\_\_Your Name\_\_\_  \_\_\_Designation\_\_\_  \_\_\_Company Name\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I, [Employee Name], IC Number [Number] hereby acknowledge the receipt of this letter.  \_\_\_Signature\_\_\_ \_\_\_Date\_\_\_ |

**Format 2**

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| \_\_\_Name\_\_\_  \_\_\_Address\_\_\_  \_\_\_Date\_\_\_  \_\_\_Subject\_\_\_  Dear [Employee Name],  We are issuing this letter to inform you that your [Number] months probation period is due to end on [Mention Date].  This is to bring to your notice that on the basis of your recent assessment and your manager’s feedback, we have come to the conclusion that your probation period is extended for another [Number] months and is now ending on [end date].  This extension will help us evaluate you thoroughly and also provide you the time to perform better. If your performance is improved, we will shift you as the permanent employee of the company.  \_\_\_Signature\_\_\_  \_\_\_Your Name\_\_\_  \_\_\_Designation\_\_\_  \_\_\_Company Name\_\_\_ |

**Probation Extension Letter Example**

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| Anjan Patel  123, XYZ Apartments,  Wall Street, Street 22  California, US  22nd August 2020  Subject - Extension of your Probation Period  Dear Anjan,  We are issuing this letter to inform you that your 3 months probation period is due to end on 1st September 2020  This is to bring to your notice that on the basis of your recent assessment and your manager’s feedback, we have come to the conclusion that your probation period is extended for another 3 months and is now ending on 1st December 2020.  This extension will help us evaluate you thoroughly and also provide you the time to perform better. If your performance is improved, we will shift you as the permanent employee of the company.  \_\_\_Signature\_\_\_  Nitya Shah  HR Manager  ABC Solutions Pvt. Ltd. |

**Format 1**

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| Date  To,  Name of the Employee  Designation  Subject - Notice of extension of probation period  Dear [name of the candidate],  This is to inform you that we are extending your probation period by [no. of months]. The probationary period which was due to end on [date], will now end on [date].  As we discussed in the meeting dated [date], you need to improve your performance in certain areas. Please meet the HOD for the guidance and prepare the action plan for the improvement. If you fail to improve your performance in the given time frame, your employment may be terminated with our organization.  All the other terms and conditions of your employment during the extended probation period will remain the same as of the existing contract.  We wish you all the best.  Your Signature  Name  Designation |

**Format 2**

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| Ref:  Date:  To,  Name  Designation  Employee Code  Address  Subject - Probation Period Extension  Dear [Name of the Candidate],  As you are aware that your probation period is due to an end on [date]. Please be informed that based on the review of your performance, in consultation with your HOD, we regret to inform you that your performance has yet not reached a satisfactory standard in a few areas.  Further, to our meeting on [date], as discussed, we would like to give you another opportunity to demonstrate your ability to perform better. Thus, it has been decided that your probation period is further extended for [no. of months] months i.e., from [start date] to [end date]. This probation is in line with the company's probationary procedures for new employees.  Please be informed that all the other terms and conditions during your extended probation will remain the same as of your existing employment contract.  As suggested by your H.O.D., you are advised to improve in certain areas of your job responsibilities viz. improvise your approach in dealing with clients, report timely to senior authority, be vigilant in accomplishing your monthly target and improve overall performance. In view of the same, you are advised to get in touch with your H.O.D. and prepare an action plan to show improvement in your performance.  Please note that, if you fail to improve your performance and meet the required standard during this extended period, then the company will be at its discretion to evoke the disassociation clause as per your appointment letter.  Should you have any questions concerning this matter, please contact the HR department.  With Best Wishes,  Sincerely,  Your Signature  Your Name  Your Designation  Note: Please sign the duplicate copy of this letter as the token of your acceptance. |

**Format 3**

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| ﻿ADDRESSEE﻿  ﻿DATE﻿  ﻿  ﻿Dear EMPLOYEE’S NAME,  **Extension of Probationary Period**  I am writing to advise you that I am extending your probation period with NAME OF YOUR COMPANY.  ﻿  As you know from your offer of employment on DATE and your Contract of Employment on DATE, your continuous employment with COMPANY is subject to successful completion of a TIME FRAME probationary period.  ﻿  We have carefully monitored your performance and/or conduct over the probationary period and we have decided to extend the probationary period by a further TIME FRAME ﻿months OR ﻿weeks﻿.  We have reached this decision for the following reasons:  • INSERT DETAILS;  • INSERT DETAILS;  • INSERT DETAILS;  • INSERT DETAILS.  ﻿  We will continue to engage with you, provide feedback and review your performance throughout this extended probation period. We will then formally review your progress and discuss this with you at the end of your extended probationary period.  ﻿  If we conclude that your performance has met the requirements of the role satisfactorily by the end of the period, then this should result in the confirmation of your appointment. Not meeting the requirements of the role by the end of this period could result in us terminating your contract with us.  ﻿  To help you to meet the performance requirements of your role over the next coming weeks we recommend that:  ﻿INSERT RECOMMENDATIONS OBJECTIVES.  Should you have any questions concerning this matter, please contact the HR department.  With Best Wishes,  Sincerely,  Your Signature  Your Name  Your Designation |