

# PROBATION EXTENSION LETTER FORMAT

[Date]

[Employee's Full Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip-Code]

Dear [Employee's Full Name],

Subject: Extension of Probationary Period

I am writing to inform you that, after a through review of your performance during the probationary period, it has been decided to extend your probation until (New Probation End Date).

The extension is necessary to provide you with an opportunity to further improve in the following areas:

Specify areas of improvement or performance expectations.

During this extended probationary period, you will be provided with additional support and resources to assist you in meeting the expected standards. Your progress will be closely monitored, and you will have regular feedback sessions with your supervisor to track your improvement.

Please be aware that failure to meet the required standards during this extended probationary period may result in the termination of your employment with Company Name.

We believe in your potential and are committed to helping you succeed. If you have any questions or need further clarification regarding the expectations or the support provided, please do not hesitate to contact HR Manager's Name at HR Manager's Email or HR Manager's Phone Number.

Please sign and return a copy of this letter to indicate your acknowledgment and acceptance of the terms.

We appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[Email Address]

[Phone Number]