

Probation extension letter

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<EMPLOYEE NAME>  
<EMPLOYEE ADDRESS>

<DATE>

**Subject: Probation period extension**

Dear <EMPLOYEE NAME>,

I am writing you to advise you that your probation was due to end on <DATE> as stated in your contract of employment with <COMPANY NAME>.

However, as your performance has not reached a satisfactory standard, I regret to inform you that your probation period has been extended for a further <NUMBER OF MONTHS> months, ending on <DATE>.

At the end of this extended probation period, if your performance is still unsatisfactory, the Company may decide to terminate your employment.

Please do not hesitate to contact us if you have any questions.

Yours sincerely,

<HR NAME  
HR TITLE>

<MANAGER NAME  
MANAGER TITLE>