

Date: 10 August 2020

WONG JIA WEI

**BY HAND**

**RE: Notice of Probationary Period Extension**

Dear WONG JIA WEI,

This letter is to notify you of my intent to extend your probationary period for another 2 months.

The reason for this extension is:

- 1 Testing
- 2 Another testing

This extension will provide you additional time to perform the full range of responsibilities and demonstrate your ability to more fully and consistently meet outlined expectations for this position.

With this extension, your probationary period is now scheduled to end on 01 January 2020. Please let me know if you would like to discuss this further or have any questions.

Sincerely,



Woelly William  
Director