

Probation Period Extension Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your probation period has been extended for an additional [number of months/weeks] effective from [new start date]. This decision has been made to allow for further evaluation of your performance and contributions to the team.

During this extension, we encourage you to focus on the feedback provided during your initial probation period and continue to work towards achieving the goals set forth in your development plan.

We appreciate your efforts and commitment thus far and look forward to seeing your continued growth in your role.

Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]