

# Consultation Regarding Extension of Probation Period

[Your Name]  
[Your Position]  
[Your Company]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. I am writing to discuss your current probation period, which is set to conclude on [Original End Date]. After reviewing your performance and contributions thus far, we would like to propose an extension of your probation period for an additional [X months/weeks].

This extension will provide us with further opportunity to evaluate your performance and support your growth within the company. During this extended period, we encourage you to focus on [specific areas of improvement or development].

We would like to arrange a consultation meeting to discuss this matter further and address any questions or concerns you may have. Please let us know your availability for the upcoming week.

Thank you for your understanding, and we look forward to our conversation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]