

Employee Acknowledgment of Probation Extension

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We would like to formally notify you that your probation period has been extended for an additional [insert duration, e.g., three months]. This decision is based on [reason for extension, e.g., the need for further evaluation].

Your new end date of probation is now [insert new date]. During this time, we will continue to assess your performance and provide guidance as needed.

Please acknowledge your understanding and acceptance of this extension by signing below.

Thank you for your continued efforts.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

Employee Signature