

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

Dear [Employee's Name],

We are writing to inform you that your probation period has been extended for an additional [duration, e.g., three months] due to [reason for extension, e.g., performance issues, training needed, etc.]. This extension is intended to provide you with more time to demonstrate your capabilities and ensure that you meet the required performance standards.

During this extended probation period, we encourage you to focus on the following areas:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

We believe that with dedication and effort, you can achieve the standards required for your position. A follow-up evaluation will be scheduled at the end of this extension period to assess your progress.

If you have any questions or need further assistance, please do not hesitate to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]