

Management Decision on Probation Extension

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We appreciate your efforts and contributions during your probationary period with [Company Name]. After careful consideration, we have made a management decision regarding the continuation of your probationary period.

We are extending your probation period for an additional [insert duration, e.g., three months] due to [briefly state reasons for extension, e.g., need for further evaluation of performance or specific areas for improvement].

During this extension, we encourage you to focus on [mention specific areas of focus or improvement]. Our goal is to support you in achieving a successful transition to your permanent position.

Please feel free to reach out to your supervisor or HR if you have any questions or require further assistance.

We wish you the best as you continue to develop in your role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]