

Performance Review Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review and Probation Extension

Dear [Employee's Name],

Thank you for your efforts during your probation period at [Company Name]. As part of our performance review process, we have evaluated your contributions and progress in your role as [Job Title].

While there have been positive aspects of your performance, such as [specific examples of positive performance], there are areas that require improvement, including [specific areas of concern]. In light of this, we have decided to extend your probation period by [duration].

During this extension, we will work closely with you to address the areas requiring improvement. We believe that with focused effort and support, you can meet the expectations of your role.

Please arrange a meeting with me to discuss this further and to outline the action plan moving forward.

Thank you for your understanding and cooperation.

Sincerely,

[Manager's Name]

[Job Title]

[Company Name]