

Probation Extension Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We would like to inform you that your probation period, originally set to end on [Original End Date], will be extended for an additional period of [Duration of Extension]. This extension is being granted in order to further assess your performance and fit within our team.

The new probation end date will be [New End Date]. During this extended probation period, you will continue to receive feedback and support to help you succeed in your role.

Please acknowledge your acceptance of this extension by signing below and returning this letter by [Return Date].

Thank you for your contributions to the team thus far.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Acceptance:

[Employee Signature] [Date]