

# Probation Extension Letter

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that we have evaluated your performance during your probation period with us from [Start Date] to [End Date]. Your contributions and dedication to your role as [Job Title] have been commendable.

Due to your outstanding performance and commitment to excellence, we have decided to extend your probation period for an additional [Duration] weeks/months. This extension will allow us to further assess your skills and ensure a mutual fit for the long term.

Your new probation end date will be [New End Date]. During this period, we encourage you to continue demonstrating your capabilities and take advantage of any feedback provided to support your growth within the company.

Thank you for your hard work and dedication. We look forward to witnessing your continued progress.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]