

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my probationary period, which is currently set to conclude on [Original End Date]. I believe that an additional [duration, e.g., one month] would allow me to further demonstrate my capabilities and contributions to the team.

During my time here, I have been committed to understanding my responsibilities and aligning with the company's goals. I have faced some challenges that I am eager to address with additional support and time.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]