

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of my probationary period, which is set to end on [original end date]. I believe that an additional [number of weeks/months] will allow me to further demonstrate my skills and contribute more effectively to the team.

During my time here, I have made strides in [mention any achievements or contributions], but I am still working on [mention any areas for improvement]. I am committed to my role and to the company, and I believe that this extension would be beneficial for both of us.

Thank you for considering my request. I look forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]