

Additional Trial Period Invitation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We appreciate your contributions during your initial trial period with us. After careful consideration, we would like to invite you to continue your employment under an additional trial period.

This additional trial period will run from [start date] to [end date]. During this time, we will work together to address any areas for improvement and further evaluate your fit within our team.

Please confirm your acceptance of this invitation by [deadline for acceptance]. If you have any questions or concerns, do not hesitate to reach out.

Thank you for your commitment and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]