

Employment Extension Appeal Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my employment status following my probationary period, which is set to conclude on [end date of probationary period]. I would like to express my sincere gratitude for the opportunity to be a part of [Company Name] and to contribute to the team.

Throughout my probationary period, I have gained valuable insights and experience that have greatly contributed to my professional growth. I have diligently worked on [mention specific projects or tasks] and have received positive feedback from my colleagues and supervisors.

I believe that an extension of my probationary period would allow me to continue to develop my skills and further demonstrate my commitment to [Company Name]. I am eager to address any areas of improvement that may have been identified and to continue contributing to the success of the team.

Thank you for considering my appeal. I am hopeful for the opportunity to further discuss my employment and to continue my journey with [Company Name].

Warm regards,

[Your Name]
[Your Job Title]