

Employment Probation Renewal Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

We hope this message finds you well. We would like to take this opportunity to thank you for your contributions during your probationary period at [Company Name]. Your commitment to your role as [Job Title] has not gone unnoticed.

After careful consideration, we are pleased to inform you that your employment probation will be renewed for an additional [duration, e.g., three months]. This extension is to further evaluate your performance and fit within our team.

Please feel free to reach out to your supervisor, [Supervisor's Name], if you have any questions or require further clarification regarding this renewal.

Thank you once again for your dedication and hard work.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]