

Employment Probation Continuation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of the continuation of your probationary period, originally set to end on [original end date]. After careful evaluation of your performance during this time, we believe it is in your best interest to extend your probation for an additional [number of months/weeks], ending on [new end date].

This extension will allow us to further assess your progress in [specific areas of concern or development]. We encourage you to utilize this time to enhance your skills and contribute positively to the team.

Please feel free to reach out to your supervisor, [Supervisor's Name], if you have any questions or need guidance during this extended period.

We appreciate your hard work and dedication to [Company's Name]. We look forward to seeing your continued growth.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]