

# Employment Probation Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my probationary period for my position as [Your Job Title] at [Company Name]. My initial probation period is set to conclude on [Original End Date].

I have greatly appreciated the opportunity to contribute to the team and have learned a lot during my time here. However, I feel that an extension would allow me to further demonstrate my skills and improve in the areas discussed during my recent performance review.

Therefore, I respectfully request that my probation be extended by [Proposed Extension Duration]. I am committed to enhancing my performance and look forward to contributing positively to the team.

Thank you for considering my request. I would be happy to discuss this matter further at your convenience.

Sincerely,

[Your Name]