

Extended Probationary Period Agreement

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip]

Dear [Employee Name],

We are writing to inform you of the decision to extend your probationary period in accordance with our company policy. Your initial probationary period is set to conclude on [Original End Date], and we believe that additional time is required to assess your fit within the team.

As such, your probationary period will be extended for an additional [Number of Months] months, concluding on [New End Date]. During this time, we encourage you to continue to develop your skills and contribute to the team.

We will schedule regular check-ins to discuss your progress and provide feedback. Please feel free to approach your supervisor with any questions or concerns you may have during this period.

Thank you for your understanding and cooperation. We look forward to your continued growth and contributions to the company.

Sincerely,

[Your Name]
[Your Title]
[Company Name]