

# Probation Performance Extension Discussion

**Date:** [Insert Date]

**To:** [Employee's Name]

**From:** [Supervisor's Name]

**Subject:** Discussion Regarding Probation Performance Extension

Dear [Employee's Name],

As part of our ongoing evaluation of your performance during the probationary period, we would like to schedule a discussion regarding the possibility of extending your probation. This extension is being considered to allow for further assessment of your skills and contributions to the team.

We appreciate the efforts you have put forth thus far, and we believe that additional time may be beneficial for both your professional development and our business needs.

Please let us know your availability for a meeting to discuss this further. We aim to ensure that you have a clear understanding of expectations and any areas for improvement.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Supervisor's Name]

[Job Title]

[Company Name]