

# Probation Period Extension Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We would like to inform you that the management has decided to extend your probation period with [Company Name] for an additional [duration]. This extension is effective from [start date] to [end date].

The extension will provide us with more time to assess your performance and ensure that you are fully acclimated to your role as [Job Title]. We appreciate your contributions thus far and encourage you to continue to work closely with your supervisor to enhance your performance.

If you have any questions or need further clarification regarding this extension, please feel free to reach out to [Supervisor's Name] or the HR department.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]