

Probation Review Extension Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We would like to inform you that your probation period, which was set to conclude on [insert original end date], will be extended for an additional [insert duration of extension] due to [insert reason for extension].

During this extended probation period, we will be closely monitoring your performance and providing support to help you meet the expectations outlined in your role.

Please understand that this decision was made to ensure you have the opportunity to fully demonstrate your capabilities within the team.

If you have any questions or would like to discuss this matter further, please feel free to reach out to [insert supervisor's name] at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]