

Probation Status Extension Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. This letter is to formally notify you of the decision to extend your probationary period with [Company Name]. Your original probation period was set to end on [Original End Date], and it will now be extended for an additional [Duration, e.g., three months] until [New End Date].

This decision was made in consideration of [briefly explain reason, e.g., your performance, attendance, etc.]. It is our goal to ensure that you receive the guidance and support needed to meet the expectations of your role effectively.

During this extended period, we encourage you to reach out for feedback and assistance, as it is crucial for your development and success within the company.

We appreciate your efforts thus far and look forward to seeing your continued growth in your position. Please feel free to discuss this extension with your supervisor if you have any questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]