

Probationary Employment Duration Extension

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We appreciate your efforts and contributions during your probationary period with [Company Name]. After careful evaluation, we would like to extend your probationary period by [X] months, until [New End Date].

This extension will allow us to further assess your performance and fit within our team. We believe that with additional time, you will have the opportunity to further demonstrate your skills and capabilities.

Should you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]