

# Staff Probation Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

To: [Supervisor's Name]

[Supervisor's Position]

[Department]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my probation period, which is scheduled to conclude on [Original End Date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, personal issues, performance highlights, etc.], I believe that an extension/reduction of my probation would be beneficial for both myself and the team.

I have made significant efforts to [mention any specific achievements or contributions], and I am committed to meeting all expectations set forth for my role.

I appreciate your consideration of my request, and I am open to discussing this matter further at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]