

# Confirmation of Extended Trial Period

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We are pleased to inform you that your trial period has been extended for an additional [insert duration] due to [brief reason for extension]. Your performance during the initial trial period has shown potential, and we believe that the extra time will allow you to further demonstrate your capabilities.

This extended trial period will begin on [start date] and will conclude on [end date]. Throughout this period, we encourage you to seek feedback and continue to work closely with your team to enhance your skills.

We appreciate your contributions thus far and look forward to seeing your continued growth in the coming weeks.

If you have any questions or would like to discuss this further, please feel free to contact me.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]