

Notification of Trial Period Extension

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you that your trial period with [Company Name], which was originally set to conclude on [Original End Date], has been extended. The new end date of your trial period will now be [New End Date].

This decision has been made to further assess your performance and fit within our team. We appreciate your contributions thus far and look forward to your continued growth with us during this extended period.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]