

# Request for Trial Period Extension

Date: [Insert Date]

To,

[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my trial period as [Employee Position] at [Company's Name]. My current trial period is set to conclude on [Current End Date], and I believe that an extension would allow me to demonstrate my capabilities more effectively.

During my time at [Company's Name], I have learned a great deal and have made progress in [mention specific tasks or projects]. However, I feel that with additional time, I can further improve and contribute to the team.

Therefore, I kindly request an extension of my trial period by [specify duration, e.g., one month]. I believe this will provide me with the opportunity to align more closely with the team's objectives and deliver on my role's expectations.

Thank you for considering my request. I look forward to discussing this with you at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]