

Continuation of Trial Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your trial employment period will be continued for an additional [insert duration, e.g., "six weeks"]. During this time, we will continue to assess your performance and integration into our team.

Please note that your responsibilities will remain the same, and you are expected to maintain the level of performance that we have come to appreciate. Regular feedback will be provided to aid your development.

Should you have any questions or require further clarification, please feel free to reach out.

We look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]