

# Trial Period Extension Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge the extension of your trial period with [Company Name]. After careful consideration, we have decided to extend your trial period for an additional [duration, e.g., three months] effective [start date of extension].

This extension allows us to further assess your performance and fit within our team while providing you the opportunity to grow in your role.

Please feel free to reach out to your supervisor should you have any questions or need assistance during this period.

We look forward to seeing your continued progress!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]