

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Extension and Modification of Trial Period

Dear [Employee Name],

As we discussed on [Date], we have been reviewing your performance during your initial trial period, which was scheduled to end on [Original End Date].

At this time, we would like to offer you a modification to your trial period plan. This modification is intended to provide additional time and resources to ensure you can meet the core objectives of your role. Specifically, we are proposing the following changes:

- **New End Date:** Your trial period will be extended until [New End Date].
- **Modified Objectives:** [List specific goals or tasks to be achieved].
- **Additional Support:** [List training, mentorship, or resources to be provided].
- **Review Schedule:** We will meet on [Dates/Frequency] to discuss your progress.

Please note that all other terms and conditions of your employment agreement remain in effect. This extension does not change your status as an at-will employee.

If you agree to these modifications, please sign and return this letter by [Deadline Date]. We look forward to supporting your continued development with [Company Name].

Sincerely,

[Manager Name]

[Title]

Acceptance:

I, [Employee Name], accept the modifications to my trial period plan as outlined above.

Signature: _____ Date: _____