

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notification of Probationary Period Extension

Dear [Employee Name],

As you are aware, your initial probationary period is scheduled to end on [Original End Date].

Following your recent performance review on [Review Date], we have decided to extend your probationary period for an additional [Number] months. Your new probation end date will be [New End Date].

The reason for this extension is to provide you with further time to demonstrate your suitability for the role, specifically in the following areas:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

During this extended period, your manager will meet with you regularly to provide support, feedback, and any necessary training to help you meet the required standards. All other terms and conditions of your employment contract remain unchanged.

We remain committed to your success within the company and look forward to seeing your progress. Please sign and return a copy of this letter to acknowledge that you have received and understood this notification.

Yours sincerely,

[Manager Name]
[Job Title]

Acknowledgment:

I confirm that I have received this letter and understand the terms of my probation extension.

Signature: _____

Date: _____