[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee’s Name]

[Employee’s Address]

[City, State, ZIP Code]

**Subject: Extension of Probation Period**

Dear [Employee’s Name],

We are writing to inform you that your probationary period as [Job Title], which began on [Start Date], will be extended by an additional [Duration, e.g., “three months”], effective [Date]. Your probationary period is now scheduled to end on [New End Date].

This decision was made to allow additional time to evaluate your performance in the role and ensure that you meet the expectations and objectives outlined during your onboarding process. While we appreciate the effort and progress you have made in certain areas, further improvement is necessary in the following areas:

* [*Specific performance area, e.g., “meeting deadlines consistently”*]
* [*Specific performance area, e.g., “collaborating effectively with the team”*]

During this extended probationary period, we will provide additional support and resources to help you succeed, including:

* [*Support measure, e.g., “regular feedback sessions with your manager”*]
* [*Support measure, e.g., “opportunities for training and skill development”*]

Please be aware that your continued employment with [Company Name] will depend on satisfactory performance by the conclusion of this extended probationary period.

If you have any questions or concerns regarding this extension or need additional clarification, please feel free to contact [Manager/Supervisor Name] or [HR Contact Name] at [Email Address/Phone Number].

We remain committed to supporting you and look forward to seeing your progress over the coming months.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................