

Probation Extension Required - Formal

Subject: Probation Period Extension Notice

Dear [Employee Name],

Following our recent performance review meeting on [Date], I am writing to inform you that we have decided to extend your probation period for an additional [number] months, from [Start Date] to [New End Date].

During your initial probation period, we observed areas requiring further development, specifically: [list specific performance gaps such as meeting deadlines, technical skills, communication, etc.].

While you have shown improvement in [positive areas], these concerns need to be addressed before we can confirm your permanent employment status.

During this extension period, we expect you to focus on the following objectives:

- [Specific goal 1]
- [Specific goal 2]
- [Specific goal 3]

You will receive additional support through [mentoring, training, weekly check-ins, etc.]. We will conduct progress reviews every [frequency] to monitor your development and provide feedback.

Please review the attached Performance Improvement Plan, which outlines specific expectations and success criteria. I encourage you to reach out if you have questions or need clarification on any points.

We believe in your potential and are committed to supporting your success during this extension period.

Sincerely,

[Manager Name]

[Title]

[Department]

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