

Probation Extension Letter

Subject: Extension of Probation Period

Dear [Teacher Name],

Due to the ongoing evaluation of your performance, your probation period is being extended by [Duration] until [New End Date]. This extension allows additional time for improvement in areas identified during your initial review.

Please utilize this period to demonstrate satisfactory performance and commitment to school standards.

Sincerely,

[HR/Principal Name]

[School Name]

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