

About the Document

name	PP-MGR-3130-M. Probation Extension Letter
owner	HR
access & use	Restricted to Managers & HR
what it is	<p>A letter template used to provide employees with written confirmation of an extension to their probationary period. Used when the employee's performance has not met expectations, but there is reason to believe it will do so if the employee is allowed additional time.</p> <p>The letter also:</p> <ul style="list-style-type: none"> ◆ Reinforces what has been done well. ◆ Outlines the steps the employee must take to successfully complete their probationary period ◆ Sets goals to be completed by the revised probationary period end date ◆ Identifies the support available to the employee to help them meet expectations and achieve their goals <p>This letter template can be used for new hires or existing employees transferred or promoted into a new position.</p>
who uses it	Managers / HR staff modify the letter script as appropriate for the employee
used with	<ul style="list-style-type: none"> ◆ <i>PP-MGR-3110-M. Probationary Period Review Form</i>

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste to add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the

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