

DD/MM/YYYY

Name

c/o CUSTOMIZER: Insert Company Legal Name

CUSTOMIZER: Insert Company Address

Re: Probationary Period Extension

Dear First Name,

The following letter confirms our meeting and conversation on DD/MM/YYYY.

As you know, your employment was subject to a probationary period of EXAMPLE: 3 months. During this period, your performance and skills were assessed against your position's duties and success traits.

While we have observed that you successfully fulfilled the expectations of the position in some areas, there are some concerns about performance in other areas. This may be as a result of EXAMPLES: insufficient training/lack of role clarity/restructuring/illness or absences and we are confident that given additional time, coaching and training, you will be able to fully meet expectations for the position.

This letter is to confirm that your probationary period will be extended for an additional INSERT: period and is now scheduled to end on DD/MM/YYYY. This extension will provide you with additional time to perform the full range of responsibilities, and demonstrate your ability to more fully and consistently meet outlined expectations for this position.

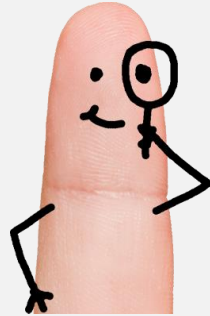
You will be eligible for the Company's benefits plan effective the end date of your original probationary period, or DD/MM/YYYY.

Include the following sentence ONLY if PP-PBL-3110-M. Probationary Period Review Form was completed. Otherwise delete the sentence. During our conversation, we discussed the evaluation of your performance against the position's success factors as outlined in the *Probationary Period Review Form*. The remaining sections of this letter summarize what we discussed.

Reinforcing Where You Excel

Overall, you excel or are an example to others in the following areas. Keep doing what you're doing!

- ◆ [Redacted]
- ◆ [Redacted]
- ◆ [Redacted]



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**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

Goal / Accomplishment	Target Completion Date	Comments/Details
Insert MEASURABLE goal - Be as clear, concrete, and detailed as possible.	DD-MM-YYYY	
Insert MEASURABLE goal - Be as clear, concrete, and detailed as possible.	DD-MM-YYYY	

Please indicate receipt of this letter by signing both copies and returning one copy to **contact name** by date - 3 business days from letter date. You may retain the other copy for your records.

First Name, we are confident that you will succeed in fully meeting the expectations of the position and look forward to continuing to work with you.

Sincerely,

Employee Manager's Name, Title

CUSTOMIZER: Insert Company Name

Copy: Payroll, HR

I have received a copy of the above letter and understand that if expected improvements and results are not met within the time frame indicated in this letter, my employment may be subject to termination for cause.

Signature - Employee Name

Date

Please take a moment to summarize how the Company/your manager can best support you in your role. Kindly provide us with one or two reasonable suggestions.