

DD/MM/YYYY

Name

c/o CUSTOMIZER: Insert Company Legal Name

CUSTOMIZER: Insert Company Address

Re: Successful Completion of Extended Probationary Period

Dear First Name,

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

As you know, you were provided with a letter dated DD/MM/YYYY, which extended your probationary period end date to DD/MM/YYYY. During this period, your performance and skills were re-assessed against your position's duties and success traits.

It is my pleasure to confirm that you have successfully completed your extended probationary period. Congratulations, First Name!

While your performance has noticeably improved and you successfully fulfilled the expectations of the position in most areas, there are still some areas that we will continue to observe.

Over the next Insert number of months until the next standard Company review period, the following will ensure you are focused on the right priorities and will form the foundation for our next formal performance evaluation.

The remainder of this letter summarizes our conversation with respect to areas where you continue to excel, areas for further development, and goals for the next review period.

## **Reinforcing Where You Excel**

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

- ◆ COPY & PASTE from PP-MGR-3130-M. Probation Extension Letter or add new item
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Insert MEASURABLE goal - Be as clear, concrete, and detailed as possible.	DD-MM-YYYY	
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Please indicate receipt of this letter by signing one copy of the letter and returning it 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 expectations of the position at our next review meeting and I 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.**

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.