

<<<<Date>>>>>

<<<<<**Receivers Name**>>>>>

<<<<<Receivers Address>>>>>

Dear <<Receivers Name>>,

### **Extension of Probation Period**

Considering the evaluations done so far since you joined the company, you are hereby informed that your probation period has been extended by another <<<Extended Period>>> with effect from <<<Date>>>. You are due for another evaluation on or before <<<Date>>> where the company will assess your performance and the areas you were expected to improve, in order to be considered for permanency.

You are thus informed on the areas in which you need to improve and/or enhance your contribution to the organization.

We believe you can get these areas improved and continue to be with the organization for many years to come and become a member of the <<<Company Name>>>. Our support to achieve this will be with you always.

Wishing you all the best

Yours sincerely,

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<<<<<Name of the HR Manager>>>>>

HR Manager