

DATE

EMPLOYEE NAME
ADDRESS

Dear Employee Name,

Re: Extension of Probation Period

We refer to your Contract of Employment dated dd/mm/yyyy which specifies that the first 3 months' of your employment is subject to a probationary period. During this time, your performance and conduct are monitored and assessed. Unfortunately, when we have reviewed your performance/conduct during your probation period, there are some areas of concern where you have not met the required performance levels. Therefore, we are now writing to advise you that we have taken the decision to extend your probation period by (STATE LENGTH OF TIME – USUALLY NO MORE THAN 1 MONTH).

In order to be successful by the end of this extended period we have agreed the following action points, timescales and support/training:

List area(s) of performance, which should relate to the employee's conduct or performance during the probation period	State what the required improvement is	Agree timescale for improvement (could be incremental during the extension)	Agree what support/training etc. (if any is necessary) will be provided and by whom

Please be aware, the terms in your Contract of Employment relating to a probation period continue during this extension and your employment may be terminated at any point during or at the end of this time should you fail to achieve the required level of performance.

We will meet during this extended period to review your progress and discuss any challenges you are facing.

NAME, I have taken the decision to extend your probation period rather than terminate your employment because I believe that you are capable of achieving the appropriate performance levels. I do hope that you will commit fully to the objectives agreed above and that I will be in a position to confirm your permanent employment at the end of this extension.

Yours sincerely

NAME
TITLE