[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***}

**Probationary Period**

As you know from your offer of employment letter dated [***insert date of letter***] and your contract of employment dated [***insert date of contract***], your employment with [***insert name of company***] (the ***Company***) is subject to successful completion of a [***insert amount***] month probationary period.

We have carefully monitored your performance and conduct during your probationary period and we are now writing to advise you that the Company has decided that your probationary period will be extended by a further [***insert amount***] month(s) until [***insert final date***] for the following reasons:

[***Insert list of reasons why the probationary period has been extended***]

We will, of course, continue to monitor your performance and conduct and we will formally review your progress at the end of the extended probationary period as well as providing you with our feedback on an ongoing basis. We must advise you that if you fail to make sufficient progress either during or by the end of your extended probationary period, this is likely to result in your dismissal. You should be aware that we may not be prepared to extend the probationary period again.

We hope that you will work with the Company to improve your performance or conduct so that dismissal will not be necessary.

Yours sincerely,

[***Insert Name and Job Title***]

For and on behalf of [***Insert Company Name]***

[***Insert name and address of recipient***]

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