**Private and Confidential**

Name

Address

Date

Dear Name

**Probation Review**

As you know from your contract of employment dated [Date], your employment with [Company Name] is subject to the successful completion of a [3/6/other] month(s) Initial Period of Service.

We have carefully monitored your performance and conduct during this period, and we are now writing to advise you that the Company has decided that your Probation will be extended by a further [1/2/3/other] month(s) until [insert for] the following reasons:

[List reasons for extension of the probationary period, i.e. employers' conduct or performance during the probationary period]

We will, of course, continue to monitor your [performance] or [conduct]. We will review your progress at the end of the extended period and provide you with our ongoing feedback.

We advise you to make sufficient progress during or by the end of your extended period to avoid possible dismissal. We may not be prepared to extend this period again.

We hope you will work with the Company to improve your [performance] or [conduct] to avoid possible dismissal.

Yours sincerely,

Name

Job Title

Company Name