**Private and Confidential (SENT BY FIRST CLASS SIGNED FOR POST)**

INSERT NAME

INSERT ADDRESS

INSERT DATE

Dear Insert Name,

**Probation Extension**

I am writing further to our meeting which took place on Insert Date at the Insert Location office. Having taken time to review the evidence and noted the responses you provided to me during the meeting, I have decided to extend your probation by 3 months, this will be reviewed on Insert Date.

The reason for the extension is due to the following reasons:

* Insert Details

As you are aware, your employment with the company is subject to the satisfactory completion of a probationary period. I must remind you that failure to improve in the areas detailed above may result in the termination of your employment.

Please speak to me if you have any queries regarding your probationary period.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**