**Private and Confidential**

INSERT NAME

INSERT ADDRESS

INSERT DATE

Dear INSERT NAME,

**Extension of Probationary Period due to Coronavirus (COVID-19)**

I am writing to you further to our (meeting/telephone call/video conferencing call) held on INSERT DATE, during which we discussed the extension of your probationary period due to the Coronavirus (COVID-19) outbreak.

As you are aware, your contract of employment with us indicates that you must successfully complete a period of probation of X months, in order for your employment with us to become permanent. You commenced employment with us on INSERT DATE.

However, because (you are self-isolating/self-shielding/your employment has been "furloughed"/you are working remotely from home) it is not possible for the organisation to assess your performance and progress in your new role. In these circumstances, it is necessary for us to extend your probationary period.

Following our discussion, I have decided that your probationary period will be extended by X weeks/months until INSERT DATE. This extension is due entirely to the impact that the coronavirus outbreak has had on your work circumstances and not due to any issues or concerns relating to your performance.

Please note that the terms and conditions of employment that apply during your probationary period will continue to apply for the duration of the extension, unless you are notified otherwise.

I am pleased to advise that the following terms and conditions of employment which apply on successful completion of your probationary period will apply from INSERT DATE, the date your probationary period was due to end:

* List details of any benefits your organisation can offer the employee as a trade-off for extending their probationary period.

In all other respects your terms and conditions of employment remain unchanged.

Please contact me if you wish to discuss the contents of this letter.

Yours sincerely

**INSERT NAME**

**INSERT JOB ROLE**