

# Probation extension letter template

Subject line: Probation Extension: [Employee Name]

[Today's date]

This follows up on our meeting regarding your probation ending on [original end date].

We've determined additional time is needed to address [areas requiring improvement]. Therefore, your probation is extended by [Length of Extension] to [New End Date].

We're committed to your success and will provide support. Your next review is [date].

Please reach out with questions.

Sincerely,

[Your Name]

[Your Title]

## Take free trial of CharlieHR

Save yourself hours every week – and spend it building a happy, high-performing team instead

Try for free

