**LETTER TO EXTEND PROBATIONARY PERIOD**

Dear [NAME],

**Extension of probationary period**

I refer to your recent meeting with me to review your probationary period.

You will be aware that your continued employment with us is conditional upon you successfully completing a probationary period. In the circumstances I have decided that your probationary period should be extended until [DATE]. As discussed, this is because [REASONS]

If during or at the completion of this extended probationary period I feel that your performance or conduct remains unsatisfactory, I will have no choice but to terminate your employment.

Should you have any queries please do not hesitate to contact me.

Yours sincerely,

[NAME]