

Probation extension notice with explanation

[Company Letterhead]

[Date]

Dear [Employee Name],

Following a review of your probationary period, we have decided to extend it by [Duration], ending on [New End Date].

While we value your efforts, we believe additional time is needed to fully assess your fit for the role. You will continue to receive feedback and guidance during this period.

Please consider this extension as an opportunity for further growth and development.

Sincerely,

[Manager's Name]

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