**Letter extending probation period**

***Add/delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [Name]

**Extension of Probationary Period**

I am writing to advise you based on your probation assessment, I regret to inform you that your performance and/or conduct is unsatisfactory and we are unable to confirm your employment at this point.

As you know from your offer of employment on [date] and your Contract of Employment on [date], your continuous employment with us is subject to successful completion of a [time frame] probationary period.

We have decided to extend your probationary period by a further [time frame] [months] **OR** [weeks].

We have reached this decision for the following reasons:

• Insert details;

• Insert details;

• Insert details;

• Insert details.

We will continue to engage with you, provide feedback and review your performance throughout this extended probation period [in accordance with our performance improvement policy].

At the end of this period, your performance will be appraised and the final decision regarding your employment will be made.

If we conclude that your performance has met the requirements of the role satisfactorily by the end of the period, then this should result in the confirmation of your appointment. Not meeting the requirements of the role by the end of this period could result in us terminating your contract with us.

To help you to meet the performance requirements of your role over the next coming weeks we recommend that:

[Insert recommendations and objectives]

We hope that you will be happy to work with us to ensure your performance and/or conduct meets the requirements of your role, so that we will hopefully be in a position to confirm your employment at the end of this extended probation period.

Yours sincerely,

[add name]

[add title]