Dear \_\_\_\_\_\_\_\_\_\_\_\_

As you are aware, you commenced employment with the company on DATE and were employed on an initial 6 month probation which was due to end on DATE

On DATE I met with you to discuss your initial probationary period and during this meeting confirmed to you that your probation was to be extended by a further 3 months.

As such, your probationary period will now end on DATE

As discussed within this meeting the following areas of improvement are required in order to successfully complete your extended probationary period:

***(List areas of improvement required here)***

The company remains committed to ensuring you receive any possible support during this time in order to ensure that you will be able to reach and maintain the standards required by the company.

We will review your process again between now and DATE however, in the meantime if you have any queries please don’t hesitate to contact me.

Yours sincerely

NAME

JOB TITLE