

[Print on Employer's Letterhead]

[Company Name and Address]

Private and Confidential

<< Employee's Name >>

<<Address>>

<< Address >>

<<Postcode>>

<<Date>>

Dear <<name of employee>>,

As you know from your offer of employment dated <<insert date>> ("the Company") is subject to successful period.

<<insert date>> and your contract of with <<Company name>> ("the e/six/other]>> month probationary

We have carefully monitored your and we are now writing to advise period will be extended by a further the following reasons:

ct during your probationary period as decided that your probationary month(s) until <<insert date>> for

<<List reasons for extension of pr during the probationary period>>

mployee's conduct or performance

We will, of course, continue to m review your progress at the end of with our feedback on an ongoing b progress either during or by the result in your dismissal. You sho probationary period again.

and conduct and we will formally ary period as well as providing you ou that if you fail to make sufficient obationary period, this is likely to ay not be prepared to extend the

We hope that you will work with that dismissal will not be necessar

e your performance or conduct so

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company

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