

[Print on Employer's Letterhead]

[Company Name and Address]

Private and Confidential

<< Employee's Name>>

<<Address>>

<< Address>>

<<Postcode>>

<<Date>>

Re: Extension of Probationary Period

Dear <<name of employee>>,

As you know from your offer of employment dated <<insert date>> and your contract of employment dated <<insert date>> and your employment with <<Company name>> ("the Company") is subject to a probationary period of a <<[three/six/other]>> month probationary period. This is to allow the Company to assess your performance and progress during your probationary period.

<<insert date>> and your employment with <<Company name>> ("the Company") is subject to a probationary period of a <<[three/six/other]>> month probationary period. This is to allow the Company to assess your performance and progress during your probationary period.

As we discussed at our [video call] on <<insert date>>, the Company wishes to extend your probationary period because <<state reason e.g. you are working remotely from home>> due to the coronavirus outbreak. This is to allow the Company to assess your performance and progress during your probationary period. The extension of your probationary period is due to the coronavirus outbreak on <<insert date>> and your employment with <<Company name>> ("the Company") is subject to a probationary period of a <<[three/six/other]>> month probationary period. This is to allow the Company to assess your performance and progress during your probationary period.

<<insert date>>, the Company wishes to extend your probationary period because <<state reason e.g. you are working remotely from home>> due to the coronavirus outbreak. This is to allow the Company to assess your performance and progress during your probationary period. The extension of your probationary period is due to the coronavirus outbreak on <<insert date>> and your employment with <<Company name>> ("the Company") is subject to a probationary period of a <<[three/six/other]>> month probationary period. This is to allow the Company to assess your performance and progress during your probationary period.

The terms and conditions of employment will remain unchanged. The extension of your probationary period will be extended by <<state number of weeks OR months>>.

The extension of your probationary period will be extended by <<state number of weeks OR months>>.

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company name>>

The extension of your probationary period will be extended by <<state number of weeks OR months>>.