EXTENSION OF PROBATIONARY PERIOD LETTER

Date: [Insert Date]

Dear [Employee Name],

Thank you for the work you have done thus far for [Organization Name].

As you are aware, your probationary period of employment is nearing an end. Probationary periods are put in place to give:

* the Employer an opportunity to assess your performance, attitude, skills and other employment-related attributes and characteristics; and
* the Employee an opportunity to learn about the Employer and the position of employment.

At this time, we do not feel we have had sufficient opportunity to assess whether you are a fit for the position. As such, we would like to extend your probationary period for [X] months to help determine if your performance meets the standards needed for the role.

I will go over the criteria necessary to be successful in the role, some goals you must meet, and how I can support you in achieving these goals during probation.

Please note that during the extended probationary period, either the employer or the employee may terminate the employment relationship without reason; however, any required employment standards mandated notice of termination will be provided, as applicable.

You are a valued member of our team and I look forward to supporting you during this extended probationary period. If you have any questions, do not hesitate to contact me for clarification.

Sincerely,

Manager/Supervisor Name,

Title,

Signature