

[Date]

Dear [Staff member name]

## Probationary Period extension

As you are aware from our recent meeting, your probationary period is due to end on [insert date]. Unfortunately, your performance has not yet reached a satisfactory standard in the following areas. [Insert details regarding the required standard of behaviours and/or competencies and describe the shortfall in the employee’s performance.]

The decision has been taken to extend your probationary period for a period of [insert timescale, eg three months] and it will now end on [insert date].

I would like to give you the opportunity to focus on improvements in the areas outlined above and we will meet [insert frequency, eg monthly] to review progress. I have also arranged for additional support/training to be provided to you in the following areas [insert details].

If you have any queries regarding this decision please do not hesitate to contact me.

Kind regards

[name and position]