

Subject: Probation extension letter

Dear [employee name],

I'm writing to let you know that we've decided to **extend your probation period**. This decision has been made to provide us with additional time to evaluate your suitability for the role with [company name].

Your new end date for the probation period is [**new probation end date**].

Your terms of employment remain unchanged and you will continue to receive a monthly salary of ₹ **xx,xxx** [in words].

We will work closely with you to provide guidance to help you succeed in your role. Please feel free to reach out if you have any questions.

Sincerely,

[Sender name]

[Designation], [Company name]