

Extension of Probationary Period

i Use this letter where you need more time to assess a new starter. Be clear about what must improve, the support on offer, and the new review date.

[Date]

PRIVATE & CONFIDENTIAL

[Employee full name]

[Address line 1]

[Postcode]

Dear [Employee first name],

Following your recent probationary review, I am writing to confirm that we are extending your probationary period in the role of [job title]. This gives you further time, with our support, to reach the standard required for the role.

Extension details

Original probation end date	[Date]
New probation end date	[Date]
Length of extension	[e.g. 4 weeks]
Notice period during extension	[e.g. 1 week]

What we need to see

i Be specific and measurable so the employee knows exactly what “good” looks like.

- [Objective / standard 1]
- [Objective / standard 2]
- [Objective / standard 3]

Support we will provide

- [Training, coaching, buddying, regular check-ins, etc.]

We will meet again on [date] to review your progress. In the meantime, please speak to me at any point if you have questions or need further support — we want to help you succeed in the role.

Yours sincerely,

[Name]

[Job title]

[Company / Store name]

i *Only extend where the contract allows it and before the original probation period ends.*