Probation Extension Letter

Your probation is being extended so that you can meet the expectations below.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Extension

EXTENDED BY

NEW REVIEW DATE

AREAS TO IMPROVE AND GOALS

Your manager will meet you regularly to review progress. Notice during the extended probation remains as in your appointment letter.

Employee acknowledgement

☐ I acknowledge the extension and the goals set out above.

MY COMMENTS (OPTIONAL)

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE