Date:

To,

Employee Name,

Address.

Dear Employee Name,

Consequent to the review of your performance during your probation, we would like to inform you that your performance has not been upto the levels expected from you. The same has been conveyed to you at the time of your review and your probation has been extended for a further period of 2 months i.e. from 01.01.2020 to 29.02.2020.

You will next be reviewed on your performance by the mid of February 2020 and the management will decide on your confirmation upon the same.

All other terms and conditions of your appointment will remain the same.

For Company Name,

Director - HR