

PROBATION PERIOD EXTENSION LETTER

Employee Name: _____ Employee ID: _____

Employer Information:

Company Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

Probation Extension Details:

Original Probation Period: _____

Extended Probation Period: _____

Reason for Extension: _____

1. Purpose of Extension

This letter serves as formal notification that the probationary period for the Employee identified above is being extended in accordance with the terms set forth herein, pursuant to the Employment Rights Act 1996 and related UK employment legislation.

2. Extension Period

The probation period shall be extended by the duration specified above. During this extended period, the Employee's performance and suitability for continued employment will be further assessed.

3. Reasons for Extension

The reasons for extending the probation period include but are not limited to the need for additional time to evaluate the Employee's performance, attendance, conduct, or any other relevant factor.

4. Employee Obligations

The Employee is expected to continue to perform their duties to the required standard and comply with all company policies during the extended probation period.

5. Employer Rights

The Employer reserves the right to terminate the employment at any time during the extended probation period with notice in accordance with statutory requirements or contractual terms.

6. Notice and Termination

Either party may terminate the employment during or at the end of the extended probation period by providing the appropriate notice as set out in the Employee's contract of employment.

7. Performance Review

A formal review of the Employee's performance will be conducted at the conclusion of the extended probation period to determine whether the Employee will be confirmed in post, have the probation period further extended, or have their employment terminated.

8. Legal Compliance

This probation extension letter complies with applicable UK employment law, including but not limited to the Employment Rights Act 1996, the Equality Act 2010, and any other relevant statutory provisions.

9. Confidentiality

All matters concerning the probation extension and related performance issues shall be treated as confidential by both parties.

10. Acceptance

By signing below, the Employee acknowledges receipt of this probation extension letter and understands the terms and implications of the extended probation period.

EMPLOYER SIGNATURE

EMPLOYEE SIGNATURE

Signature: _____

Signature: _____

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