**Template: Extension of Probationary Period**

[Date]

[Employee Name]

[Title]

[Employee Address]

[Employee Email Address]

**Re: Extension of Probationary Period**

Dear [NAME]:

In accordance with [Insert CBA Article or Personnel Policies for Staff Members-22: Probationary Period], this is to inform you that your probationary period for University employment is being extended for a period of [#] months. The reason(s) for this extension is(are) [insert reasons here]. The new date of completion of your probationary period will be [new effective date].

If you have any questions regarding this action or would like to discuss the reasons for this action, please let me know.

[Name of Supervisor]

[Title]

[Department]

cc: [Department Head Name, Title]

[Human Resources Business Partner Name, Title]