DD MONTH YYYY

**Private and confidential**

NAME SURNAME

XXXX  
XXXX  
XXXX

Dear NAME,

**Probationary Period – Extension**

Further to our meeting of DD/MM/YYYY, I write to confirm that your probation period has been extended for a further XXX months due to XXX. We discussed the areas of concern and agreed the following support:

Duties completed according to job description

*PLEASE PROVIDE DETAILS*

Any adjustments made to role

*PLEASE PROVIDE DETAILS*

Improvement strategies

*PLEASE PROVIDE DETAILS*

Developmental needs

*PLEASE PROVIDE DETAILS*

Behaviours / interactions with staff and patients

*PLEASE PROVIDE DETAILS*

Timekeeping and attendance

*PLEASE PROVIDE DETAILS*

Overall observations from management

*PLEASE PROVIDE DETAILS*

***Cont’d………***

Feedback from colleagues (if any received)

*PLEASE PROVIDE DETAILS*

Your view of the probationary period

*PLEASE PROVIDE DETAILS*

Overall, your performance has not met the required standards, and a plan of improvement was discussed and agreed, a copy of which I enclose for your reference purposes.

Regular reviews will take place during the extension period to assess your progress and a further Probationary Review Meeting will take place on DD/MM/YYYY, where we will discuss next steps. Failure to meet the required standards as detailed above, may result in non-completion of the probationary period and therefore termination may apply.

Should you have any queries regarding the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

**NAME**

**JOB TITLE**