Date

Name

Address

Address

Address

Postcode

Dear Name,

I am writing to you further to our [meeting/video conferencing call] held on [date], during which we discussed the extension of your probationary period due to the coronavirus outbreak.

As you are aware, your employment is subject to a probationary period of 3 months, which was due to end on [Date].

However, because [you are self-isolating/self-shielding/your employment has been "furloughed"/you are working remotely from home] it is not possible for the company to fully assess your performance. In these circumstances, it is necessary for us to extend your probationary period.

Following our discussion, I have decided that your probationary period will be extended by [number] [weeks/months] until [date].

Please note that the terms and conditions of employment that apply during your probationary period will continue to apply for the duration of the extension, unless you are notified otherwise.

[I am pleased to advise that the following terms and conditions of employment that apply on successful completion of your probationary period will apply from [Date ], the date your probationary period was due to end:

* [Details of any benefits your organisation can offer the employee as a trade-off for extending their probationary period.]

In all other respects your terms and conditions of employment remain unchanged.

Please signify your agreement to the extension to your probationary period by signing, dating and returning a copy of this letter to [me/name of individual/the HR department] no later than [date].

Yours sincerely

**Name**

**Position**

**Declaration:**

**I agree to an extension of my probation period detailed above.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**