

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Formal Request for Extension of Probation Period

I am writing to formally request an extension of my probationary period for the position of [Your Position] at [Company Name]. Having completed the initial probation period starting from [Start Date] to [End Date], I believe that an extension will enable me to further develop the skills required for my role and better meet the performance standards expected by the company.

During my probation, I have encountered several challenges, including [briefly state challenges, e.g., adapting to new systems, adjusting to company procedures, learning key responsibilities, personal circumstances, etc.]. Despite these challenges, I have remained committed to improving my performance and have taken active steps such as [mention any training, seeking feedback, extra hours, etc.] to address these areas.

I am confident that with additional time, I will be able to demonstrate my full potential and make a more positive contribution to the team. Therefore, I kindly request an extension of my probation period by [number of weeks/months] in order to allow for fairer assessment and adequate adjustment to my role.

I am grateful for your consideration and support. Please let me know if there are any forms or further steps required from my side. I look forward to continuing my work at [Company Name] and contributing to its success.

Thank you very much for your understanding.

Sincerely,
[Your Name]