Click or tap to enter a date.

**Name:**

**Title:**

**Department:**

**Subject:** Notice of **Period** Extension

On Click or tap to enter a date., you began employment as a       on       within As you are aware, you are currently in your  which expires on Click or tap to enter a date.. Based on your current performance or behavior, you have not successfully completed your .

By mutual agreement, your  is being extended up to an additional 30 days from Click or tap to enter a date. to Click or tap to enter a date.; however, your employment may be terminated at any time during this 30-day extension period if there is not improved performance or behavior. Additionally, failure to agree to this extension will result in termination.

This extension is to provide you the opportunity to improve your performance or behavior in the following areas:

*
*
*

Your benefits will not be affected by this extension to your  Please be advised that should your performance or behavior not improve, you will be subject to immediate termination and, as you are within your Orientation and Evaluation period, you will not have access to the Dispute Resolution Procedure.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature Date