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Extension to Probationary Period - Attendance

(Name of Manager)

(Title)

(Phone Number)

(Email)

(Date)

(Recipient Name)

(Title)

(Practice Name)

Dear (Recipient Name),

As per our discussion regarding your failure to meet expected attendance levels during the initial probationary period, please be advised that we have elected to offer you the opportunity to continue your employment with (Practice Name), however, it is expected that your attendance levels will improve.

As part of the agreement to continue your employment with (Practice Name), please be advised that we have deemed it necessary to extend your probationary period for a duration of (Insert appropriate extension, e.g., 3 months, 6 months, or 9 months). During this probationary period, (Practice Name) may elect to sever the employment relationship at any time, based on your ability to meet the attendance expectations as stated for probationary periods (Insert expectations), and the timely, efficient, and effective performance of the job duties as stated in your job description/employment contract. If during the extended probationary period the employment relationship is severed for any reason, your eligibility will be limited to the minimum notice requirements under the Employment Standards Act.

Sincerely,

(Name of Manager)

(Title)