**Strictly Private and Confidential**

***DD/MM/ YYYY***

***First and Last Name***

***Employee Id***

***Designation***

***Location***

**Sub- Confirmation Extension / Performance Improvement Plan Letter**

Dear ***Name***,

This is to inform you that your probation period is being extended by a period of \_\_\_\_\_\_\_ months and which can be further extended to \_\_\_\_\_\_\_ months. During this period, you have been put on Performance Improvement Plan.

Please note that you shall be re-considered for confirmation at the end of such extended period of probation and successful completion of Performance Improvement Plan.

In case you are not confirmed in the services of the Company at the end of such extended period of probation, your contract of employment with the Company shall be terminated with immediate effect, and no notice period / notice pay shall be applicable or payable to you.

We hope to see a turnaround in your performance during this period, the Company shall extend all possible support to you in this regard.

All other terms and conditions of your appointment remain unchanged.

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***