

Appendix Number 50

*(Date of Letter)*

*(Employee Name)*

*(Address)*

*(City, State, Zip)*

Dear *(Employee Name)*,

This letter is to inform you that according to Section III: Employee Hiring of the Personnel Policies and Procedures Manual, the City has decided to extend your probationary period.

The reason we have decided to extend your probation period is *(explanation of probation extension)*.

This action will extend your probationary period until approximately *(new date of completion of probation)*.

If you have any questions, please contact *(Department Head)*.

Sincerely,

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
City Manager

I acknowledge I have received notice that my probationary period has been extended.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Notes: