

Date: 19-03-2024

## **Notice to Extend Probationary Period**

TO WHOM IT MAY CONCERN

**EmployeeID:**APD-1746

**DOJ:**18-12-2023

**Name:** Arbash Ahmed

**Designation:** Negotiation Officer

**Address:** Flat no 3 Crown view apartment Block 16 Gulshan e Iqbal, Karachi

**Re:** Notice of Probationary Period Extension

We would like to bring to your attention regarding evaluation of your performance during the probationary period. After careful consideration, we have decided to extend your probation by an additional 30 days.

It is important to emphasize that your current position is not yet confirmed, primarily due to performance concerns. However, recognizing the value of providing opportunities for growth and improvement, we want to extend to you the chance to enhance your performance.

Please consider this extension as an opportunity to showcase your capabilities and address any areas that may need improvement. The HR and Departmental Management will conduct a thorough assessment of your performance at the conclusion of this extended probationary period.

We encourage open communication during this time. If you have any questions or require support in specific areas, please do not hesitate to reach out to your Head of Department or the HR Department. We believe in your potential and look forward to witnessing positive developments in your performance.

Thank you for your understanding and commitment to improving your professional contributions.

Regards,

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**Human Resources Department**  
**Appedology Pvt. Ltd.**