

Date: 02-08-2021

Notice to Extend Probationary Period

Employee ID: APD-1234

DOJ: 29-07-2021

Name: John Smith

Designation: Manager Business Intelligence

Address: E-105, Block 10, Bhayani Avenue, Nazimabad No 5, Karachi

Re: Notice of Probationary Period Extension

This letter is to inform you that due to your lack of performance, Management has decided to extend your probation period by an additional 30 day(s).

Please note your position is not confirmed / permanent with the company due to your low performance and punctuality issues. Also, it's been extended for the second and last time. Therefore, the company is providing you a last chance to improve your performance and demonstrate that you are worth being part of the organization.

Management will assess your performance once you complete your additional probation period. You must improve your performance in order to retain your job else Management holds complete discretion to terminate your employment contract based on your dismal performance trends.

Regards,

Human Resources Department
Appedology Pvt. Ltd.