

**Date:** 04-11-2021

## **Notice to Extend Probationary Period**

**Employee ID:** PRO-0650

**DOJ:** 23-06-2021

**Name:** Hamza Jawed

**Designation:** Negotiation Officer

**Address:** House # 95, Street # 3, Sector F, Safari Villa, Bahria Town, Rawalpindi

**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. Hence forth upon your humble request, the company is providing you with 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,

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**Human Resources Department**  
**Pro Global Pvt. Ltd.**