

(Date of Letter)

(Employee Name)

(Address)

(City, State, Zip)

Dear (employee name),

This letter is to inform you that it has been decided to extend your (entrance or promotional) probation period by an additional _____ hours of credited state service as provided under Division of Human Resources Rule 150.03.

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

This action will extend your probation period until approximately (new date of completion of probation). Successful completion of this probation period will result in your being certified to permanent status in your current classification of (classification title).

Thank you for your attention to this matter.

Sincerely,