

[Company Name]  
[Department Name]  
[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Notification of Probationary Period Extension and Departmental Transfer**

Dear [Employee Name],

This letter is to formally notify you that your probationary period, which was scheduled to end on [Original End Date], has been extended for an additional period of [Number] months. Your new probationary end date will be [New End Date].

In conjunction with this extension, the company has decided to transfer you from your current position as [Current Job Title] in the [Current Department] to the position of [New Job Title] in the [New Department], effective [Transfer Date].

The reasons for this extension and transfer include:

- [Reason 1: e.g., Need for further performance evaluation in a different environment]
- [Reason 2: e.g., Realignment of skills to better suit departmental needs]
- [Reason 3: e.g., Additional training requirements]

During this extended period, your performance will continue to be monitored. Your new supervisor, [Supervisor Name], will meet with you to discuss specific goals, expectations, and any necessary training for your new role. We believe this transfer provides a fresh opportunity for you to demonstrate your capabilities and meet the standards required for permanent employment.

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to acknowledge your receipt and understanding of these changes.

We look forward to your continued efforts and success in your new department.

Sincerely,

[Manager Name]  
[Title]  
[Company Name]

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**Acknowledgment:**

I, [Employee Name], acknowledge receipt of this letter and understand the terms of my probationary extension and transfer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_