[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Follow-Up to Probationary Performance Review

Dear [Employee Name],

This letter is a formal follow-up to our meeting on [Date of Meeting] regarding your performance during your initial probationary period. As discussed, your current performance has been identified as unsatisfactory in the following areas:

- [Area 1: e.g., Quality of work]
- [Area 2: e.g., Attendance and punctuality]
- [Area 3: e.g., Completion of assigned tasks]

In accordance with our discussion, we are implementing the following measures to assist you in meeting the required standards:

[Describe specific actions, training, or targets here]

Please be advised that your probationary period has been extended until [Extension Date]. During this time, we will monitor your progress closely. Failure to show significant and sustained improvement by the end of this period may result in the termination of your employment.

We will meet again on [Next Review Date] to evaluate your progress. Should you have any questions regarding these expectations, please reach out to me immediately.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the areas requiring improvement.

Signature: _____ Date: _____