

Appendix Number 50

PROBATIONARY PERIOD EXTENSION ACKNOWLEDGEMENT

(Date of Letter)

(Employee Name)

(Address)

(City, State, Zip)

Dear *(Employee Name)*,

This letter is to inform you that according to Section III: Employee Hiring of the Personnel Policies and Procedures Manual, the City has decided to extend your probationary period.

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

This action will extend your probationary period until approximately *(new date of completion of probation)*.

If you have any questions, please contact *(Department Head)*.

Sincerely,

Department Head

City Manager

I acknowledge I have received notice that my probationary period has been extended.

Employee Signature

Date

Notes:

REV 02-14.1