# Probationary/Qualifying Period Extension (3 month period only) –Letter template

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Note: Employers should use this letter if an employee is bound by a 3 month probationary/qualifying period and wish to extend for a further 3 months due to performance or conduct related issues.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**[INSERT** **ON COMPANY NAME LETTERHEAD]**

**[INSERT DATE]**

**[INSERT FIRST AND LAST NAME OF EMPLOYEE]**

**[INSERT ADDRESS OF EMPLOYEE]**

Dear **[INSERT NAME]**,

**Re: Extension of Probationary/Qualifying Period**

I refer to our meeting on **[INSERT DATE]** between **[INSERT ATTENDEES],** which was held to assess your performance/conduct during your probationary/qualifying period.

As set out in your contract of employment **[OR INDUSTRIAL INSTRUMENT IF NO CONTRACT OF EMPLOYMENT]**, your employment is subject to a 3 month probationary/qualifying period.

During this meeting, there were issues that were raised in regards to your performance/conduct which included the following:

* **[INSERT ANY DETAILS HERE]**

Based on the above, I confirm that your probationary/qualifying period is to be extended a further three months.

Further to our meeting, you have agreed to undertake following improvement actions:

* **[INSERT ANY DETAILS HERE]**

Over the next 3 months **[INSERT COMPANY NAME]** will assess and evaluate your performance/conduct. Please be advised that should your performance/conduct not improve, this may result in you not passing your probationary/qualifying period and your employment will end. We trust that you will respond positively and that further action will not be necessary.

Please do not hesitate to contact me should you have any questions.

Yours sincerely

**[MANAGERS NAME]**

**[MANAGERS TITLE]**