

INTEROFFICE CORRESPONDENCE

Date

TO:

FROM: *Supervisor*

SUBJECT: Extension of Trial Period

This memo serves as official notification that your trial period will be extended until date. At the completion of this period, your job performance will be evaluated to determine if continued employment is recommended.

Section 3.04, B, of the CNM Employee Handbook, states, "The trial period may be extended for an additional period not to exceed six months at the discretion of the supervisor."

It is my hope that you will make every effort to correct any areas of concern. I am available to work with you to develop an action plan.

ACKNOWLEDGMENT OF RECEIPT:

Employee's name

Date

Cc: Human Resources Department