

## FORM 2.4.3 NOTICE TO EXTEND PROBATIONARY PERIOD

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Re: Notice of Probationary Period Extension

This letter is to notify you in writing of my intent to extend your probationary period for the following additional months:

- 1 month \_\_\_\_\_
- 2 months \_\_\_\_\_
- 3 months \_\_\_\_\_

The reason for the extension is:

The extension will provide you additional time to perform the full range of responsibilities and demonstrate your ability to meet outlined expectations more fully and consistently for this position.

With this extension, your probationary period is set to end on \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Library Director

I, \_\_\_\_\_, have read the above notice and acknowledge all the contents therein.

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

*The information on this form is collected under Section 33© of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Public Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Public Library at 10119 100 Ave, Morinville, Alberta, T8R 1P8 or (780)939-3292*