

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my probation period, which is currently set to conclude on [original end date].

During my time at [Company Name], I have greatly appreciated the opportunity to contribute to [specific projects or teams]. I believe that an extension would allow me to further demonstrate my capabilities and gain additional experience to meet the expectations outlined in my role. I am eager to receive feedback on my performance thus far and to identify areas for improvement. My goal is to align fully with the team's objectives and company standards.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]
[Your Job Title]