

Probation Confirmation / Extension Letter

Legal

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Draft the right probation-outcome letter — confirmation, extension or non-confirmation — with careful, legally aware wording and a note on what to keep on file. Fill in the details below.

Purpose of this tool & output

Draft confirmation, extension or non-confirmation letters

How the output is used

Use the draft to confirm, extend or not-confirm probation cleanly — the letter that formalises the employment decision on time.

Who receives it

The letter is addressed to the employee on probation; a signed copy is retained on file.

Important cautions

AI-generated draft; HR/legal should review, especially for non-confirmation.

Companion documents

- Employment Agreement
- Offer Letter Generator
- Internship Agreement
- Consultant / Retainer Agreement
- Increment / Promotion Letter
- Termination / Relieving Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.