

巴伐利亚国际酒店集团  
**EXTENSION OF PROBATION LETTER**  
**延长试用期通知书**

Date  
日期

Dear  
尊敬的先生/女士：

As per the probationary evaluation received from your supervisor and department head, it has been brought to our attention that certain aspects of your work needs to be developed and improved before confirmation of permanent employment.

根据您的主管与部门主管所提供的关于您的试用期评估结果，我们注意到，在确认您可获得永久聘用机会之前，您的工作的某些方面还有待提高与改进。

In view of this, you are hereby advised that your initial probationary period, which ended on ....., will be further extended for a period of two months ending on ....., after which your performance will be reviewed and reevaluated.

鉴于此，本人在此通知您：您的初始试用期已于.....结束。在对您进行下一次绩效审核与绩效评价之前，您还必须经历两个月的延长试用期。该段试用期将于..... 结束。

If you are unclear as to the exact areas that require improvement, please do not hesitate to see your department head or alternatively myself.

若您尚不清楚有待改进的具体地方，请随时咨询您的部门主管或者我本人。

Yours sincerely,  
谨启

Human Resources Manager/Personnel Manager  
人力资源部经理/人事部经理

cc. Department Head  
抄送 部门主管