

To: [Employee Name]

From: [Manager Name/HR Representative]

Date: [Date]

Subject: Transfer of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter is to formally notify you that your current Performance Improvement Plan (PIP), which commenced on [Original Start Date], will remain in effect following your transfer to the [New Department Name] department, effective [Transfer Date].

Your new supervisor, [New Manager Name], has been briefed on the details of the plan. The expectations, performance goals, and required improvements outlined in the original document remain unchanged unless otherwise specified in an updated addendum. The scheduled completion date for this PIP remains [End Date].

A meeting has been scheduled for [Date/Time] with your new manager to discuss the transition of your tasks and to ensure you have the necessary resources to meet the objectives of the plan in your new role.

Please note that successful completion of the PIP is still required to maintain your employment status with [Company Name]. We remain committed to supporting your professional development during this transition.

Sincerely,

[Signature]

[Printed Name]

[Title]

cc: [New Manager Name], Human Resources File