

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/Human Resources]

**Subject:** Notice of Disciplinary Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notice that your performance has not met the required standards for your role. Despite previous discussions regarding your performance on [Date of Previous Meeting], the necessary improvements have not been sustained.

As a result, you are being placed on a formal Performance Improvement Plan (PIP), effective [Start Date] through [End Date].

**Areas Requiring Improvement:**

- [Description of specific performance issue 1]
- [Description of specific performance issue 2]
- [Description of specific performance issue 3]

**Expectations and Goals:**

During this period, you are expected to achieve the following objectives:

- [Specific, Measurable Goal 1]
- [Specific, Measurable Goal 2]

**Support and Monitoring:**

We will meet on a [Weekly/Bi-weekly] basis to review your progress. [Manager Name] will provide guidance and feedback during these sessions to help you succeed.

**Consequences of Non-Improvement:**

Please be advised that failure to demonstrate immediate and sustained improvement, or failure to meet the objectives outlined in the attached PIP document, may lead to further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed in your role and encourage you to use this period to focus on your professional development.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

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**Acknowledgment of Receipt:**

I acknowledge that I have received this notice and the accompanying Performance Improvement Plan. I understand the expectations and the consequences of failing to meet them.

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Employee Signature

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Date