

**Date:** [Insert Date]

**To:** [Employee Name]

**Job Title:** [Employee Job Title]

**Department:** [Department Name]

**Subject: Performance Improvement Plan - Negligence of Duty**

Dear [Employee Name],

This letter serves as a formal disciplinary notice regarding your recent performance and negligence of duty. Specifically, on [Date/Time], it was observed that you failed to perform the following responsibilities: [List specific duties or incidents of negligence].

This failure to fulfill your professional obligations has resulted in [Describe impact on the team/company]. As a result, you are being placed on a Performance Improvement Plan (PIP) effective immediately for a period of [Number] days.

**Required Improvements:**

- [Requirement 1: e.g., Complete all assigned reports by 5:00 PM daily]
- [Requirement 2: e.g., Adhere to all safety protocols and checklists]
- [Requirement 3: e.g., Maintain active communication regarding project status]

**Support and Monitoring:**

During this period, we will meet [Weekly/Bi-weekly] to review your progress. Your supervisor will provide [Mention resources or training if applicable] to assist you in meeting these expectations.

**Consequences of Failure to Improve:**

Failure to demonstrate immediate and sustained improvement in your duties, or any further instances of negligence, may result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the expectations outlined above.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

I acknowledge that I have received this letter and have discussed the contents with my supervisor.

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[Employee Signature]

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[Date]