Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notification of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a Performance Improvement Plan (PIP), effective [Start Date].

The purpose of this plan is to address ongoing concerns regarding your performance in the role of [Job Title]. Specifically, we have identified the following areas where expectations are not being met:

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

Attached to this letter is a detailed Performance Improvement Plan document. This document outlines the specific objectives you must achieve, the timeline for completion, and the support or resources available to you during this period.

The duration of this PIP is [Number] days, ending on [End Date]. During this time, we will meet on a [Weekly/Bi-weekly] basis to review your progress. It is important to understand that consistent and sustained improvement is required.

Please be advised that failure to meet the requirements of the PIP or failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

We are committed to providing you with the opportunity to succeed and look forward to seeing your progress.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

Acknowledgment:

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

_____
Employee Signature

_____
Date