

[Date]

[Employee Name]

[Employee ID]

[Department]

**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]. This plan is intended to provide you with a structured process to improve your performance to the required standards of your role as [Job Title].

We have identified the following areas where your performance does not currently meet expectations:

- [Area of Concern 1]
- [Area of Concern 2]
- [Area of Concern 3]

The attached Performance Improvement Plan document outlines specific objectives, measurable goals, and the support that will be provided to help you succeed. This plan will span a period of [Number] days, concluding on [End Date].

During this period, we will meet on a [Weekly/Bi-weekly] basis to review your progress and provide feedback. Please be advised that failure to demonstrate immediate and sustained improvement, or failure to meet the objectives outlined in the PIP, may lead to further disciplinary action, up to and including termination of employment.

We are committed to supporting you through this process and encourage you to take this opportunity to bring your performance back to the expected levels.

Please sign below to acknowledge that you have received this notification and the attached PIP document.

Sincerely,

[Manager Name]

[Manager Title]

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_