

[Date]

[Employee Name]

[Job Title]

[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 action is a result of ongoing concerns regarding your performance in the following areas:

- [Area 1: e.g., Quality of Work]
- [Area 2: e.g., Attendance/Timeliness]
- [Area 3: e.g., Productivity]

The purpose of this PIP is to provide you with a structured opportunity to improve your performance to meet the requirements of your role. During this period, which is scheduled to last [Number] days, we will focus on the following objectives:

- [Objective 1]
- [Objective 2]

We will meet on a [Weekly/Bi-weekly] basis to review your progress. Please note that failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

Attached is the detailed PIP document outlining specific goals, expectations, and support available to you. We are committed to helping you succeed and encourage you to provide feedback throughout this process.

Sincerely,

[Manager Name]

[Manager Title]

**Acknowledgment:**

I acknowledge that I have received this notification and the accompanying Performance Improvement Plan.

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[Employee Signature]

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[Date]