

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Commencement 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 opportunity to improve your performance to the required standards of your role as [Job Title].

As discussed during our meeting on [Date of Meeting], your performance has been identified as falling below expectations in the following areas:

- [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 you during this period. The duration of this PIP is [Number] days, ending on [End Date].

During this period, we will meet on a [Weekly/Bi-weekly] basis to review your progress. These meetings are scheduled for [Insert Day/Time].

Please be advised that failure to demonstrate significant and sustained improvement by the end of this plan may result in further disciplinary action, up to and including termination of employment.

Our goal is to help you succeed in your role. Please review the attached plan and return a signed copy to me by [Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

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**Employee Acknowledgment:**

I acknowledge that I have received and discussed this Performance Improvement Plan with my manager.

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