

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Official Notice of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as official notification that your performance has not met the required standards for your role as [Job Title]. As discussed during our meeting on [Date], we are placing you on a formal Performance Improvement Plan (PIP) effective immediately.

1. Areas for Improvement:

[Detail specific performance deficiencies and examples here.]

2. Expected Goals and Objectives:

[List specific, measurable goals the employee must achieve during the PIP period.]

3. Support and Resources:

[List any training, mentorship, or resources provided to assist the employee.]

4. Timeline and Review Schedule:

The duration of this PIP is [Number] days, starting [Start Date] and ending [End Date]. We will meet on the following dates to review your progress:

- [Date of First Review]
- [Date of Second Review]
- [Final Review Date]

5. Consequences of Failure to Improve:

Success in this plan requires immediate and sustained improvement in the areas identified above. Failure to demonstrate significant progress or meet the objectives of this PIP may result in further disciplinary action, up to and including termination of employment.

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

Employee Signature

Date

Manager Signature

Date