

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Activation of Formal 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 being taken due to ongoing concerns regarding your performance in the role of [Job Title].

Despite previous discussions held on [Dates of previous meetings], your performance has not reached the required standards for your position. Specifically, the following areas require immediate improvement:

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

The attached Performance Improvement Plan document outlines the specific goals, expectations, and support available to you during this period. The duration of this plan is [Number] days, concluding on [End Date].

During this period, we will meet on a [Weekly/Bi-weekly] basis to review your progress. Please understand that the goal of this plan is to assist you in succeeding; however, failure to demonstrate significant and sustained improvement by the end of this period may lead to further disciplinary action, up to and including termination of employment.

Please review the attached document and return a signed copy to [Department/Name] by [Deadline Date]. If you have any questions regarding these expectations, please reach out to me directly.

Sincerely,

[Manager Signature]

[Manager Printed Name]

[Title]

Employee 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.

Signature: _____ Date: _____