

CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]

From: [Manager Name]
Department: [Department Name]

Subject: Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification that your performance has not met the expected standards for your role. Consequently, you are being placed on a formal Performance Improvement Plan (PIP) effective immediately.

The purpose of this plan is to outline the specific areas where improvement is required and to provide you with a structured opportunity to achieve the necessary performance levels. The duration of this PIP is [Insert Number] days, ending on [Insert Date].

Areas for Improvement:

- [Requirement/Goal 1]: [Specific description of deficiency]
- [Requirement/Goal 2]: [Specific description of deficiency]

Expected Objectives:

- [Objective 1]: [Clear, measurable metric for success]
- [Objective 2]: [Clear, measurable metric for success]

Support and Monitoring:

During this period, we will meet [Weekly/Bi-weekly] to review your progress. I am committed to providing the following support: [Insert Training/Resources].

Please be advised that failure to demonstrate immediate and sustained improvement, or failure to meet the objectives outlined in this plan, may result in further disciplinary action, up to and including termination of employment.

This document is confidential and should not be shared with colleagues. Please sign below to acknowledge that you have received this letter and understand the requirements of the PIP.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____