

[Date]

[Employee Name]

[Job Title]

[Department]

**RE: Notice of Performance Improvement Plan (PIP)**

Dear [Employee Name],

This letter serves as formal notification that your current job performance has fallen below the expected standards for your position. As discussed during our meeting on [Date], we are placing you on a Performance Improvement Plan (PIP) effective immediately.

**Areas of Concern:**

- [Description of specific performance gap or behavior]
- [Description of specific performance gap or behavior]

**Required Improvements:**

- [Specific, measurable goal to be achieved]
- [Specific, measurable goal to be achieved]

**Timeline and Support:**

The duration of this PIP will be [Number] days, ending on [End Date]. During this period, your manager will meet with you [Weekly/Bi-weekly] to review your progress and provide feedback. [Company Name] will provide the following support: [List training, resources, or mentorship].

**Consequences:**

It is important to understand that immediate and sustained improvement is required. Failure to meet the objectives outlined in the attached PIP document within the specified timeframe may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Manager Name]

[Manager Title]

[HR Representative Name]

[HR Title]

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**Employee Acknowledgment:**

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

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