

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name/HR Representative Name]

Subject: Performance Improvement Plan (PIP) Engagement Notice

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a Performance Improvement Plan (PIP), effective [Start Date]. The purpose of this plan is to address specific areas where your current job performance does not meet the requirements of your role and to provide a structured framework for improvement.

Areas of Concern:

- [Description of performance gap 1]
- [Description of performance gap 2]
- [Description of performance gap 3]

Objectives and Expectations:

The attached Performance Improvement Plan document outlines the specific goals, measurable objectives, and timelines you are expected to meet. During this period, we will meet on a [Weekly/Bi-weekly] basis to review your progress and provide feedback.

Timeline:

The duration of this PIP is [Number of Days, e.g., 30, 60, or 90] days, concluding on [End Date]. At the end of this period, a formal evaluation will occur to determine if the required improvements have been sustained.

Support and Resources:

The company is committed to supporting you during this process. [Name of Mentor/Manager] will be available to provide guidance, and you will have access to [List specific training or resources].

Consequences:

Please be advised that failure to demonstrate immediate and consistent improvement, or failure to meet the objectives outlined in the PIP, 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 the associated Performance Improvement Plan, and that you understand the expectations set forth.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

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

[Employee Signature]

[Date]