

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Performance Improvement Plan (PIP) Issuance

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a Performance Improvement Plan (PIP) effective [Start Date]. This plan is intended to provide you with a structured opportunity to improve your performance to meet the requirements of your role as [Job Title].

**Reason for PIP:**

As discussed during our meeting on [Date], your current performance has fallen below expectations in the following areas:

- [Area 1: e.g., Quality of work]
- [Area 2: e.g., Attendance and punctuality]
- [Area 3: e.g., Meeting deadlines]

**Expectations and Objectives:**

To successfully complete this PIP, you must achieve the following objectives by [End Date]:

- [Objective 1]
- [Objective 2]
- [Objective 3]

**Support and Monitoring:**

During this period, we will meet [Weekly/Bi-weekly] to review your progress. I am committed to supporting you through [Specific Support, e.g., additional training, mentorship, or resources].

**Consequences:**

Failure to demonstrate immediate and sustained improvement, or failure to meet the objectives outlined in the attached PIP document, 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 attached Performance Improvement Plan.

Sincerely,

[Manager Signature]

[Manager Printed Name]

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**Employee Acknowledgment:**

I acknowledge that I have received and reviewed this Performance Improvement Plan.

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