

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Performance Improvement Plan (Probationary Period)**

Dear [Employee Name],

This letter serves as formal notification that your performance during your probationary period has not met the required standards for your role as [Job Title]. As discussed in our meeting on [Date], we are placing you on a Performance Improvement Plan (PIP) effective immediately.

**Areas of Concern:**

- [Specific Concern 1: e.g., Accuracy of financial reports]
- [Specific Concern 2: e.g., Meeting project deadlines]
- [Specific Concern 3: e.g., Attendance and punctuality]

**Required Improvements:**

1. [Objective 1: e.g., Complete all weekly reports with 100% accuracy]
2. [Objective 2: e.g., Submit all assigned tasks by the established deadline]
3. [Objective 3: e.g., Arrive at the office by 9:00 AM daily]

**Support and Monitoring:**

During this period, we will provide the following support: [e.g., Weekly 1-on-1 meetings, additional software training]. We will meet on a weekly basis to review your progress toward these goals.

**Timeline:**

This PIP will last for [Number] days, ending on [End Date]. At the end of this period, we will evaluate your performance to determine if your employment will continue.

**Consequences:**

Failure to demonstrate immediate and sustained improvement in the areas mentioned above may result in the termination of your employment prior to or at the conclusion of your probationary period.

Please sign below to acknowledge that you have received and understood this plan.

Sincerely,

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

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[Employee Signature]

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[Date]