

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Extension of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification that your Performance Improvement Plan (PIP), which began on [Original Start Date], is being extended.

The original completion date was scheduled for [Original End Date]. The new completion date for this PIP is now [New End Date].

**Reason for Extension:**

[Insert brief reason: e.g., to allow more time to demonstrate sustained improvement, due to a period of absence, or to evaluate specific pending projects].

**Progress to Date:**

Since the start of the PIP, the following progress has been noted: [List positive observations]. However, further improvement is required in the following areas: [List remaining concerns].

**Expectations:**

During this extension period, you are expected to meet all goals and objectives outlined in the original PIP document. We will continue to meet on a [Weekly/Bi-weekly] basis to review your progress.

Please note that all other terms of the original PIP remain in effect. Failure to demonstrate significant and sustained improvement by the new end date may lead to further disciplinary action, up to and including termination of employment.

If you have any questions regarding these expectations, please let me know immediately.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

**Acknowledgment:**

I acknowledge that I have received this PIP extension and understand the expectations required of me.

\_\_\_\_\_  
[Employee Signature]

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