

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Extension of Performance Improvement Plan (PIP) due to Medical Leave

Dear [Employee Name],

This letter is to formally notify you of an adjustment to the timeline of your Performance Improvement Plan (PIP), which originally commenced on [Original Start Date].

In recognition of your approved medical leave of absence from [Leave Start Date] to [Leave End Date/Return Date], the company has decided to pause the PIP process for the duration of your absence. This ensures you have a fair and full opportunity to demonstrate the required performance improvements while you are actively at work.

Revised Schedule:

- **Original PIP End Date:** [Original End Date]
- **New PIP End Date:** [New End Date]
- **Next Scheduled Review Meeting:** [Date and Time]

All other terms, expectations, and objectives outlined in the original PIP document dated [Original PIP Date] remain in effect. Upon your return, we will continue to provide the support and resources previously discussed to help you meet these goals.

If you have any questions regarding this extension or your return to work, please contact [Name of HR Contact] at [Contact Information].

Sincerely,

[Signature]

[Printed Name]

[Job Title]