

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Extension of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter is to formally notify you that your Performance Improvement Plan (PIP), which began on [Original Start Date], is being extended. This extension follows a review of your progress during the initial period ending on [Original End Date].

Progress Evaluation:

During the initial PIP period, you have demonstrated improvement in the following areas:

- [List specific goals met or improvements made]

However, the following objectives have not yet been fully achieved to the required standard:

- [List specific goals still outstanding or needing work]

Extension Period:

Because you have shown partial progress, we are extending the PIP period by [Number of Days/Weeks]. The new completion date for this plan is [New End Date].

Expectations:

During this extension, you are expected to focus on the outstanding items mentioned above. We will continue to meet on a [Weekly/Bi-weekly] basis to monitor your performance. All other terms and expectations outlined in the original PIP document remain in effect.

Please note that failure to demonstrate sustained and consistent improvement in all areas by the new end date may lead to further disciplinary action, up to and including termination of employment.

We remain committed to supporting you in reaching these performance standards. If you have any questions regarding these expectations, please let me know immediately.

Sincerely,

[Manager Signature]

[Manager Name and Title]

Acknowledgment:

I acknowledge that I have received this extension and understand the performance requirements.

[Employee Signature]

[Date]