

Subject: Extension of Performance Improvement Plan and Revised Objectives

Dear [Employee Name],

This letter serves as formal notification that your Performance Improvement Plan (PIP), which began on [Original Start Date], has been extended. The new completion date for this plan is [New End Date].

After reviewing your progress during the initial period, management has decided to extend the timeline to provide further opportunity for improvement. In conjunction with this extension, your performance objectives have been revised to ensure clarity and alignment with current business needs.

Revised Performance Objectives:

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

During this extension period, we will continue to meet on a [Weekly/Bi-weekly] basis to discuss your progress toward these revised goals. Please be advised that consistent and sustained improvement is required to successfully complete this plan.

Failure to meet the revised objectives by [New End Date] may result in further disciplinary action, up to and including termination of employment.

We remain committed to supporting your professional development and encourage you to reach out if you require additional resources or clarification.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Acknowledgment:

I acknowledge that I have received this letter and understand the revised objectives and the extension of my Performance Improvement Plan.

[Employee Signature]

[Date]