

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Final Warning and Extension of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as a formal final warning regarding your job performance and notifies you of an extension to your Performance Improvement Plan (PIP), which originally commenced on [Original Start Date].

Since the beginning of the PIP, we have monitored your progress closely. While there has been [mention any slight improvement or "insufficient improvement"], you have failed to consistently meet the following required standards outlined in your initial plan:

- [Requirement 1: e.g., Specific sales targets]
- [Requirement 2: e.g., Quality of reports]
- [Requirement 3: e.g., Timely completion of projects]

Because these objectives have not been fully achieved, your PIP period is being extended by [Number] days, effective immediately. This extension will conclude on [New End Date].

During this extension period, you are expected to:

1. [Specific Action 1]
2. [Specific Action 2]
3. [Specific Action 3]

We will continue to meet on a [Weekly/Bi-weekly] basis to review your progress. Please understand that this is a **Final Warning**. Failure to demonstrate immediate, significant, and sustained improvement in the areas mentioned above by the end of this extension period will result in further disciplinary action, up to and including termination of your employment.

We remain committed to providing you with the necessary support to succeed. If you have any questions or require additional clarification regarding these expectations, please reach out to me immediately.

Sincerely,

[Manager Name]

[Title]

Acknowledgment:

I acknowledge that I have received this letter and understand the expectations and the consequences of failing to meet them.

[Employee Signature]

[Date]