

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Extension of Performance Improvement Plan (PIP)

Dear [Employee Name],

As you are aware, you are currently under a Performance Improvement Plan (PIP) that was initiated on [Original Start Date] and scheduled to conclude on [Original End Date].

Due to the recent management transition and the appointment of [New Manager Name] as your new supervisor, we have decided to extend the duration of your PIP. This extension is intended to allow your new manager sufficient time to observe your performance, provide consistent feedback, and ensure you have the necessary support to meet the objectives outlined in the plan.

The new end date for your PIP will be [New End Date].

During this extended period, all original goals and expectations remain in effect. These include:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We will continue to hold regular check-in meetings on a [Weekly/Bi-weekly] basis to discuss your progress. Please note that failure to demonstrate significant and sustained improvement by the new deadline may result in further disciplinary action, up to and including termination of employment.

We remain committed to your professional development and look forward to seeing your progress under this transition.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

Acknowledgment:

I acknowledge that I have received this letter and understand the terms of the PIP extension.

[Employee Signature]

[Date]