

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Extension of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as a formal notification regarding the extension of your Performance Improvement Plan (PIP) originally initiated on [Original Start Date].

The decision to extend the PIP period is due to a delay in the scheduled training program: [Name of Training Course/Module]. Because this training is essential for you to meet the objectives outlined in your plan, and it was unavailable during the initial timeframe, we are adjusting your deadlines accordingly.

The new details of your PIP are as follows:

- **Original End Date:** [Original Date]
- **New End Date:** [New Date]
- **New Training Date:** [Insert Date]

All other expectations and performance goals outlined in the original PIP document remain in effect. We will continue to hold regular check-in meetings on [Day of Week/Frequency] to discuss your progress.

Please sign below to acknowledge that you have received this extension and understand the revised timeline.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

Signature: _____ Date: _____