

**To:** [Manager Name]

**From:** [Employee Name]

**Date:** [Current Date]

**Subject:** Request for Extension of Performance Improvement Plan (PIP)

Dear [Manager Name],

I am writing to formally request an extension of my current Performance Improvement Plan (PIP), which is currently scheduled to conclude on [Original End Date].

I am fully committed to meeting the performance standards outlined in the plan. However, I am requesting additional time due to the following reason(s):

- [Reason 1: e.g., Delayed access to necessary software/tools]
- [Reason 2: e.g., Recent increase in unexpected project volume]
- [Reason 3: e.g., Need for further training in specific areas]

Since the start of the PIP, I have made progress in several areas, including [mention 1-2 achievements]. I believe that an extension of [Number] weeks/days will provide the necessary timeframe for me to successfully demonstrate consistent improvement and meet all the objectives set forth in the agreement.

I am available to discuss this request and any adjustments to my goals at your earliest convenience. Thank you for your consideration and for your continued support of my professional development.

Sincerely,

[Employee Signature]

[Employee Printed Name]