

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Extension of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification that your Performance Improvement Plan (PIP), which began on [Original Start Date], is being extended. This extension is a direct result of the current [Department Name] restructure.

Due to the organizational changes and shifts in departmental priorities, we recognize that your original objectives and the environment in which you perform your duties have been impacted. To ensure you have a fair opportunity to demonstrate your performance under the new structure, we are adjusting the timeline of your plan.

Extension Details:

- **Original Completion Date:** [Date]
- **New Completion Date:** [Date]
- **Review Frequency:** [e.g., Weekly/Bi-weekly]

Updated Expectations:

While the core competencies required for your role remain, the following adjustments have been made to your goals to align with the new department structure: [List any specific new goals or modifications].

All other terms and conditions outlined in the initial PIP document remain in effect. We will continue to meet regularly to discuss your progress and provide feedback.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge receipt of this PIP extension and understand the updated goals and timeline.

Signature: _____ Date: _____