

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Extension of Performance Improvement Plan and Project Reassignment

Dear [Employee Name],

This letter serves as formal notification that your Performance Improvement Plan (PIP), which began on [Original Start Date], is being extended for an additional period of [Number] days. Your new PIP completion date is now scheduled for [New End Date].

As part of this extension, we are reassigning you to the following project: **[Name of New Project]**. This reassignment is intended to provide you with a fresh opportunity to demonstrate the required improvements in a different environment and to better align your tasks with the objectives outlined in your PIP.

During this extension period, the following expectations remain in place:

- [Specific Performance Goal 1]
- [Specific Performance Goal 2]
- [Specific Performance Goal 3]

We will continue to hold regular check-in meetings every [Week/Two Weeks] to discuss your progress on the new project and provide feedback. Please note that consistent and sustained improvement is required to successfully complete this plan.

Failure to meet the performance standards defined in your PIP by the new end date may lead to further disciplinary action, up to and including termination of employment.

If you have any questions regarding this reassignment or the expectations of the PIP extension, please contact me immediately.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Acknowledgment of Receipt:

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

[Employee Signature]

[Date]