

[Current Date]

[Employee Name]

[Job Title]

[Department]

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 for an additional thirty (30) days. Your new PIP completion date will be [New End Date].

The purpose of this extension is to provide you with further opportunity to demonstrate consistent improvement in the following areas:

- [Area of concern 1]
- [Area of concern 2]
- [Area of concern 3]

While we have noted [mention any slight progress or specific reason for extension], the required performance standards outlined in the original PIP document have not yet been fully or consistently met. During this extension period, we will continue to meet weekly to review your progress and provide feedback.

Please understand that all other terms and expectations defined in the original PIP remain in effect. At the end of this 30-day extension, we will conduct a final evaluation. Successful completion of the PIP requires meeting and maintaining all performance objectives. Failure to show significant and sustained improvement by [New End Date] may lead to further disciplinary action, up to and including termination of employment.

We remain committed to supporting you in your professional development. Please sign below to acknowledge that you have received this extension and understand the expectations.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment of Receipt:

[Employee Signature]

[Date]
