

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Extension of Performance Improvement Plan (PIP) and Updated Metrics

Dear [Employee Name],

This letter serves as formal notification that your Performance Improvement Plan (PIP), which began on [Original Start Date], has been extended. The new completion date for this plan is now [New End Date].

While some progress has been observed, we have determined that further time is required to ensure sustained improvement and the consistent meeting of required standards. Additionally, based on recent departmental shifts, your performance metrics have been updated to reflect current business needs.

Updated Performance Metrics:

- **Metric 1:** [Description of goal and target value]
- **Metric 2:** [Description of goal and target value]
- **Metric 3:** [Description of goal and target value]

Support and Resources:

We remain committed to your success. During this extension period, we will continue to provide the following support: [List resources, e.g., weekly check-ins, specific training, or peer mentoring].

Expectations:

Please be advised that immediate and sustained improvement in the areas listed above is required. Failure to meet the updated metrics by the end of this extension period may result in further disciplinary action, up to and including termination of employment.

We will meet on a [Weekly/Bi-weekly] basis to review your progress against these updated goals.

Sincerely,

[Manager Signature]

[Manager Name]
[Title]

Acknowledgment:

I acknowledge that I have received this extension letter and understand the updated metrics and expectations outlined above.

[Employee Signature]

[Date]