

[Date]

[Employee Name]

[Job Title]

[Department]

**Subject: Notification of Successful Completion of Performance Improvement Plan**

Dear [Employee Name],

This letter is to formally notify you that you have successfully completed the Performance Improvement Plan (PIP) that commenced on [Start Date] and concluded on [End Date].

During the review period, we have observed significant improvement in the following areas:

- [Specific Achievement/Metric 1]
- [Specific Achievement/Metric 2]
- [Specific Achievement/Metric 3]

We appreciate the effort and commitment you have demonstrated in meeting the objectives outlined in the plan. As a result of your improved performance, you are no longer on a formal Performance Improvement Plan, effective immediately.

Please be advised that you are expected to maintain this level of performance moving forward. We will continue to monitor your progress through our standard performance review process to ensure continued success in your role.

Thank you for your dedication to your professional growth and to the team.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

cc: Human Resources File