

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Successful Performance Improvement Plan Completion

Dear [Employee Name],

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

Since the initiation of the plan, we have monitored your progress regarding [mention key areas, e.g., quality of work, attendance, or specific KPIs]. You have met the objectives and performance standards outlined in the PIP document dated [Date of original PIP].

We appreciate the effort you have demonstrated to improve your performance. Your progress is a positive step forward, and we encourage you to maintain this level of performance consistently in your role.

Please note that while the formal PIP period has ended, you are expected to continue meeting all performance expectations and company policies moving forward. We will continue to provide regular feedback through our standard performance review process.

Thank you for your commitment to professional growth and your contributions to the team.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

cc: [HR Department/Personnel File]