

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Performance Improvement Plan (PIP) Resolution

Dear [Employee Name],

This letter is to formally notify you of the conclusion of your Performance Improvement Plan (PIP), which commenced on [Start Date] and ended on [End Date].

The purpose of the PIP was to address specific areas of performance that required improvement, specifically regarding [mention primary goals/metrics].

Outcome: [Successful Completion / Unsuccessful Completion]

[Option A: If Successful]

I am pleased to inform you that you have met the objectives outlined in the plan. You have demonstrated significant improvement in [specific area]. As a result, you are no longer on a formal Performance Improvement Plan. We expect you to maintain this level of performance moving forward.

[Option B: If Unsuccessful]

After reviewing your progress, it has been determined that the objectives of the PIP were not met. Specifically, [mention deficiency]. As discussed during our meeting on [Date], the following action will be taken: [mention next steps, e.g., extension of PIP, reassignment, or termination of employment].

A copy of this letter will be placed in your personnel file. If you have any questions regarding this decision, please contact [Name of HR Representative/Manager].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter and have discussed the contents with my supervisor.

Signature: _____ Date: _____