

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Confirmation of Successful Completion of Performance Improvement Plan (PIP)

Dear [Employee Name],

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

During this period, we have monitored your performance closely against the objectives outlined in the plan. We have observed significant improvement in the following areas:

- [Key Achievement/Improvement 1]
- [Key Achievement/Improvement 2]
- [Key Achievement/Improvement 3]

Because you have met the requirements and expectations set forth in the PIP, you are no longer under a formal performance review process. We appreciate the effort and commitment you have shown to improve your professional performance.

Please note that it is essential to maintain this level of performance moving forward. We will continue to monitor your progress through the standard annual performance review cycle to ensure that these improvements are sustained.

Thank you for your hard work during this time. We look forward to your continued contributions to the team.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

cc: [Human Resources Department]