

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Satisfactory 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].

Over the course of the review period, we have monitored your progress regarding [mention 1-2 key areas, e.g., quality of work, attendance, or productivity]. You have met the objectives and performance standards outlined in the plan. Specifically, we noted improvements in:

- [Specific Achievement 1]
- [Specific Achievement 2]

As a result of this satisfactory progress, you are no longer on a formal Performance Improvement Plan effective immediately. We appreciate the effort you have shown to bring your performance back to the expected level.

Please be advised that you are expected to maintain this level of performance moving forward. We will continue to monitor your work through the standard performance review process to ensure these improvements are sustained. Failure to maintain satisfactory performance may result in further disciplinary action.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

cc: Human Resources File