

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Performance Improvement Plan Completion

Dear [Employee Name],

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

As of [End Date], we have reviewed your progress regarding the goals and expectations outlined in the plan. We are pleased to note that you have met the required standards of performance in the following areas:

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

Because you have satisfied the requirements of the plan, you are no longer under a formal performance review period. However, it is expected that you maintain this level of performance consistently moving forward. We will continue to monitor your progress through our standard performance management process.

Thank you for your commitment to improving your performance and for your continued contributions to [Company Name].

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

cc: [Human Resources Department]