

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Official Performance Improvement Plan (PIP) Sign-Off

Dear [Employee Name],

This letter serves as formal notification that you have successfully completed the Performance Improvement Plan (PIP) initiated on [Start Date].

During the review period ending on [End Date], your performance was evaluated based on the specific objectives and metrics outlined in the plan. We have observed significant improvement in the following areas:

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

Based on these results, you are officially signed off from the PIP status. Your performance currently meets the required standards for your role as [Job Title].

Please be advised that you are expected to maintain this level of performance consistently. We will continue to monitor your progress through our regular performance management process. Failure to sustain these improvements may result in further disciplinary action.

Thank you for your hard work and commitment to meeting these goals. We look forward to your continued contributions to the team.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this sign-off letter and understand that I must maintain the performance standards discussed.

Signature: _____ Date: _____