

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Performance Goal Achievement and Plan Closure

Dear [Employee Name],

This letter is to formally confirm the successful completion of your performance goals as outlined in the Performance Improvement Plan (PIP) / Development Plan initiated on [Start Date].

Based on our final review meeting held on [Date of Review], it has been determined that you have met the following objectives:

- [Goal 1: Description of achievement]
- [Goal 2: Description of achievement]
- [Goal 3: Description of achievement]

As a result of your consistent effort and improved performance, we are officially closing this performance plan effective [Closure Date]. You have demonstrated the necessary skills and professional standards required for your role.

We encourage you to maintain this level of performance. We will continue to monitor your progress through the standard annual review process. Should you have any questions regarding your future professional development, please do not hesitate to reach out.

Thank you for your hard work and commitment to your professional growth.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

cc: [Human Resources Department]