

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Representative]

Subject: Notification of Return to Standard Performance Status

Dear [Employee Name],

This letter is to formally notify you that you have successfully completed your Performance Improvement Plan (PIP), which began on [Start Date].

Over the past [Number] months/weeks, we have monitored your progress regarding [mention key areas of improvement, e.g., quality of work, attendance, or meeting deadlines]. We are pleased to note that you have met the objectives and performance standards outlined in the plan.

As a result, you are being returned to "Standard Performance Status," effective immediately. The formal monitoring period associated with the improvement plan is now concluded.

We appreciate the effort you have made to address the concerns previously raised. We encourage you to maintain this level of performance moving forward. Please note that consistent adherence to company standards and job expectations is required to remain in good standing.

If you have any questions regarding your future goals or require further support, please do not hesitate to schedule a meeting with me.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

cc: [Human Resources Department]