

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notification of Successful Completion of Performance Improvement Plan

Dear [Employee Name],

I am writing to formally notify you that you have successfully completed the Performance Improvement Plan (PIP) initiated on [Start Date].

Over the past [Number] months/weeks, we have monitored your progress regarding [specific areas of improvement, e.g., sales targets, technical accuracy, or punctuality]. I am pleased to note that you have met all the objectives and criteria set forth in the plan. Specifically, your work in [mention a specific project or metric] has shown significant improvement.

As of [Current Date], you are no longer on a formal performance rehabilitation track. We expect that you will maintain this high level of performance and continue to contribute positively to the team.

Thank you for your hard work and commitment to your professional development during this period. We value your contributions and look forward to your continued success with [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]