

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Successful Completion of Performance Improvement Plan

Dear [Employee Name],

This letter is to formally notify you of the successful conclusion of your Performance Improvement Plan (PIP), which commenced on [Start Date] and ended on [End Date].

During the review period, we monitored your progress regarding the following objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I am pleased to confirm that you have met the required performance standards and have demonstrated significant improvement in the areas identified. As a result, you are no longer on a formal Performance Improvement Plan, effective immediately.

Please be advised that you are expected to maintain this level of performance consistently moving forward. We will continue to monitor your work as part of our regular performance management process to ensure these improvements are sustained.

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]

cc: [Human Resources Department/Personnel File]