

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notification of Successful Completion of Performance Improvement Plan

Dear [Employee Name],

This letter is to formally notify you that you have successfully completed the Performance Improvement Plan (PIP) that commenced on [Start Date] and concluded on [End Date].

During the review period, we observed significant improvement in the following areas:

- [Area of improvement 1]
- [Area of improvement 2]
- [Area of improvement 3]

You have met the objectives and performance standards outlined in the plan. 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 moving forward. We will continue to monitor your progress through our standard performance review process to ensure continued success in your role.

Thank you for your hard work and commitment to improving your performance. We look forward to your ongoing contributions to the team.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

cc: [HR Representative Name]