

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Performance Improvement Plan (PIP) Failure

Dear [Employee Name],

This letter serves as formal notification that you have not successfully completed the Performance Improvement Plan (PIP) initiated on [Start Date] and concluded on [End Date].

The PIP was implemented to provide you with a clear framework and timeframe to improve your performance in the following areas:

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

Throughout the duration of the PIP, we held regular meetings on [Dates of Meetings] to review your progress, provide feedback, and offer support. Despite these efforts, you have failed to meet the specific objectives and standards outlined in the plan. Specifically:

- [Description of missed objective/deficiency 1]
- [Description of missed objective/deficiency 2]

As a result of your failure to achieve the required performance standards, the company has decided to take the following action regarding your employment:

[Insert Action, e.g., Termination of employment effective immediately / Termination of employment effective (Date) / Demotion to (Position)].

Regarding your final compensation and benefits:

- Your final paycheck will include pay through [Last Day worked] and [mention any accrued PTO/vacation if applicable].
- Information regarding your benefits and [COBRA/Pension/Other] will be sent to you under separate cover.

Please return all company property, including [keys, laptop, ID badge, etc.], to [Name/Department] by [Time/Date].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the contents therein.

Signature: _____ Date: _____