

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Conclusion of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification regarding the conclusion of your Performance Improvement Plan (PIP), which commenced on [Start Date] and concluded on [End Date].

The purpose of the PIP was to provide you with a structured opportunity to improve your performance in the following areas: [List key areas of concern]. Throughout this period, we provided [list support provided, e.g., weekly check-ins, additional training, or resources].

After reviewing your performance during this timeframe, it has been determined that you have not met the required standards or achieved the specific objectives outlined in the PIP. Specifically, the following expectations were not met:

- [Requirement 1 - Description of failure to meet goal]
- [Requirement 2 - Description of failure to meet goal]

As a result of your unsuccessful completion of the PIP, your employment with [Company Name] is being terminated, effective [Effective Date/Immediately].

Regarding your transition:

- Your final paycheck will include payment for work through [Date] and any accrued, unused vacation time.
- Information regarding your benefits and COBRA (if applicable) will be sent to you via [Mail/Email].
- Please return all company property, including [Keys, Laptop, ID Badge], by [Date/Time].

If you have questions regarding your final compensation or benefits, please contact [HR Contact Name] at [Phone Number/Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]