

Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

From: [Manager Name/HR Representative Name]

Subject: Notification of Reassignment following Performance Improvement Plan

Dear [Employee Name],

This letter is to formally notify you of the outcome of your Performance Improvement Plan (PIP), which began on [Start Date] and concluded on [End Date].

As we discussed during our meeting on [Meeting Date], your performance was monitored against the specific goals and expectations outlined in the PIP. While some efforts were noted, you have not consistently met the required performance standards for the role of [Current Job Title]. Specifically, the following areas remain below expectation:

- [List specific goal/metric not met]
- [List specific goal/metric not met]

Because the requirements of your current position are not being met, the company has decided to reassign you to a different role that better aligns with your current skill set. Effective [Effective Date], your new position will be [New Job Title] within the [Department Name] department.

The terms of this reassignment are as follows:

- **Reporting Manager:** [New Manager Name]
- **New Salary/Wage:** [Insert Amount]
- **Key Responsibilities:** [Briefly list new duties]

Please report to [New Manager Name] at [Time] on [Effective Date] for your initial briefing. Your current benefits [will/will not] be affected by this change, as detailed in the attached documents.

We believe this transition provides an opportunity for you to contribute effectively to the organization in a different capacity. Please sign below to acknowledge receipt of this letter and your acceptance of the reassignment.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the terms of my reassignment.

[Employee Signature]

Date: _____