

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Home Address]

**Subject: Notification of Performance Improvement Plan (PIP) Outcome**

Dear [Employee Name],

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

As discussed during our meeting on [Date of Final Review Meeting], the purpose of the PIP was to provide you with a structured opportunity to address specific performance concerns, including:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Despite the support, resources, and regular feedback provided throughout the PIP period, you have failed to meet the required standards and objectives outlined in the plan. Specifically, [Detailed reason for failure/missed milestones].

Because the necessary improvements have not been achieved, the company has decided to move forward with the following action: [e.g., Termination of employment / Demotion / Transfer], effective [Date].

If your employment is being terminated, please note the following:

- Your final paycheck will include pay through [Last Working Date] and [Any accrued vacation/benefits].
- You must return all company property, including [Keys, Laptop, ID Badge], by [Time/Date].
- Information regarding your benefits and COBRA eligibility will be sent to you via [Mail/Email].

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

Sincerely,

[Manager Signature]  
[Manager Name]  
[Title]

[HR Representative Name]  
[Title]

**Acknowledgment of Receipt:**

I acknowledge that I have received this letter and understand its contents.

\_\_\_\_\_  
[Employee Signature]

\_\_\_\_\_  
[Date]