

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Disciplinary Action: Failure to Complete Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification regarding the outcome 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 address specific performance deficiencies, namely:

- [Insert Performance Issue 1]
- [Insert Performance Issue 2]

Despite the support, resources, and regular feedback sessions provided during this period, you have failed to meet the required objectives and standards outlined in the plan. Specifically:

- [Insert Detail of Failure/Metric Missed 1]
- [Insert Detail of Failure/Metric Missed 2]

As a result of your failure to achieve satisfactory performance, the company has decided to take the following disciplinary action:

Action Taken: [e.g., Final Written Warning / Demotion / Termination of Employment]

Effective Date: [Insert Date]

[If employment continues]: Please be advised that immediate and sustained improvement is required. Failure to improve your performance to a satisfactory level will result in further disciplinary action, up to and including termination of employment.

[If termination]: You will receive a separate document outlining the details regarding your final pay, benefits, and the return of company property.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter and that its contents have been discussed with me.

[Employee Signature]

Date: _____