

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Performance Improvement Plan Failure

Dear [Employee Name],

This letter is to formally notify you that you have not successfully met the requirements outlined in the Performance Improvement Plan (PIP) initiated on [Start Date] and concluded on [End Date].

During the PIP period, we provided the following support and resources: [List resources/training]. However, a final review of your performance indicates that you have failed to achieve the necessary improvements in the following areas:

- [Specific Goal/Metric 1]
- [Specific Goal/Metric 2]
- [Specific Goal/Metric 3]

As a result of your failure to meet the objectives of the PIP, [Company Name] has decided to proceed with the following action: [e.g., Termination of employment / Demotion], effective [Date].

Regarding your final arrangements:

- Your final paycheck will be issued on [Date].
- Details regarding your benefits and COBRA will be sent via [Mail/Email].
- Please return all company property, including [Keys/Laptop/ID Badge], by [Time/Date].

If you have questions regarding your final compensation or benefits, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

cc: Human Resources File