[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Follow-Up to Annual Performance Review - Unsatisfactory Rating

Dear [Employee Name],

This letter serves as a formal follow-up to your annual performance review meeting held on [Date of Meeting]. As discussed, your overall performance for the period of [Review Period] has been rated as "Unsatisfactory."

This rating is based on the following specific areas where performance expectations were not met:

- [List specific performance gap or goal not met]
- [List specific performance gap or goal not met]
- [List specific performance gap or goal not met]

To support your improvement, we are placing you on a Performance Improvement Plan (PIP), effective immediately. This plan outlines the specific objectives you must achieve and the timeline for evaluation. We will meet on a [Weekly/Bi-weekly] basis to monitor your progress.

Please be advised that consistent and immediate improvement is required. Failure to meet the requirements outlined in the PIP or to sustain satisfactory performance may lead to further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed in your role. Please sign below to acknowledge that you have received this letter and understand the expectations discussed.

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and that the contents have been discussed with me.

_____
[Employee Signature]

Date: _____