[Date]

[Employee Name]
[Job Title]
[Department]

RE: Performance Improvement Plan Follow-Up - Unsatisfactory Progress

Dear [Employee Name],

This letter is a formal follow-up to the Performance Improvement Plan (PIP) initiated on [Start Date], which was scheduled to be reviewed on [Review Date].

The purpose of the PIP was to provide you with a clear framework to address specific performance deficiencies and meet the requirements of your role. During our review meeting on [Meeting Date], we discussed your progress toward the goals outlined in the plan.

After evaluating your performance during this period, it has been determined that you have not met the required standards. Specifically, the following areas remain unsatisfactory:

- [Specific Goal/Metric 1]: [Description of deficiency]
- [Specific Goal/Metric 2]: [Description of deficiency]
- [Specific Goal/Metric 3]: [Description of deficiency]

Despite the support and resources provided, the necessary improvements have not been achieved. As a result, the following action will be taken:

[Insert Action: e.g., Extension of PIP period with final warning / Demotion / Termination of employment].

We will meet again on [Date/Time] to discuss the next steps regarding your employment status. If you have any questions regarding this review, please contact [Name/Department] immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this follow-up letter and have discussed the contents with my supervisor.

_____

[Employee Signature] [Date]