[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Follow-Up to Performance Review - Performance Improvement Plan

Dear [Employee Name],

This letter follows our meeting on [Date of Meeting] regarding your recent performance review for the period of [Review Period]. As we discussed, your performance during this timeframe has been rated as unsatisfactory due to a failure to meet key objectives and performance standards.

Specifically, the following objectives were not achieved:

- [Objective 1]: [Description of gap/missed target]
- [Objective 2]: [Description of gap/missed target]
- [Objective 3]: [Description of gap/missed target]

To support your improvement, we are placing you on a formal Performance Improvement Plan (PIP), effective immediately. The primary goals of this plan are:

- [Required Improvement 1]
- [Required Improvement 2]

We will meet on a [Weekly/Bi-weekly] basis starting [Date of First Follow-up] to monitor your progress. Please be advised that failure to demonstrate immediate and sustained improvement in these areas may lead to further disciplinary action, up to and including termination of employment.

I am committed to helping you succeed in this role. Please reach out if you require additional clarification or resources to meet these expectations.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and discussed the contents with my manager.

Signature: _____
Date: _____