

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notification of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a Performance Improvement Plan (PIP) effective immediately. This action is a result of your performance failing to meet the required metrics and standards for your role as [Job Title].

Areas of Deficiency:

Specifically, your performance has been deficient in the following key metrics:

- [Metric 1: Description of goal vs. actual achievement]
- [Metric 2: Description of goal vs. actual achievement]
- [Metric 3: Description of goal vs. actual achievement]

Improvement Goals:

To successfully complete this PIP, you must achieve the following objectives by [End Date of PIP]:

- [Goal 1: Measurable target]
- [Goal 2: Measurable target]
- [Goal 3: Measurable target]

Support and Monitoring:

We are committed to helping you succeed. During this [Number]-day period, we will meet [Weekly/Bi-weekly] to review your progress and provide feedback. Additionally, the following resources will be provided: [List training or tools].

Consequences:

Please be advised that failure to meet and sustain the required performance improvements outlined in this plan may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this notification and understand the expectations set forth.

Employee Signature

Date

Manager Signature