

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notification that your performance in the role of [Job Title] has not met the required standards for your position. Consequently, you are being placed on a Performance Improvement Plan (PIP) effective [Start Date].

The areas requiring immediate improvement include:

- [Specific Issue 1]
- [Specific Issue 2]
- [Specific Issue 3]

The objective of this plan is to provide you with the opportunity to achieve a satisfactory level of performance. During this period, which will last until [End Date], we will meet on a [Weekly/Bi-weekly] basis to review your progress against the specific goals outlined in the attached PIP document.

Please be advised that failure to demonstrate significant and sustained improvement by the end of this period may result in further disciplinary action, up to and including termination of employment.

We are committed to supporting you through this process. If you have any questions regarding the expectations or the support available to you, please do not hesitate to discuss them during our scheduled meetings.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this notification and the accompanying Performance Improvement Plan.

[Employee Signature]

[Date]