

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Department]

**Subject:** Official Notice of Mandatory Performance Improvement Training

Dear [Employee Name],

This letter serves as official notification that you are required to attend and complete mandatory Performance Improvement Training. This decision follows recent performance evaluations where specific areas were identified as requiring immediate development to meet the standards of your role.

**Training Details:**

- **Course Name:** [Insert Training Title]
- **Date(s):** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Link:** [Insert Room Number or Virtual Meeting Link]
- **Facilitator:** [Insert Name/Organization]

**Objectives:**

The primary goal of this training is to support you in improving your skills in [List specific areas, e.g., communication, technical proficiency, time management]. Successful completion of this training is a required component of your Performance Improvement Plan (PIP).

**Requirements:**

- Attendance for the entire duration of the session is compulsory.
- You must complete all associated assessments or practical exercises.
- Failure to attend or complete this training may result in further disciplinary action.

Please confirm your receipt of this notice and your attendance by [Insert Deadline Date] by replying to this email or signing below.

If you have any questions regarding the curriculum or logistics, please contact [Insert Contact Name/Department].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

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**Acknowledgment of Receipt:**

I acknowledge that I have received this notice and understand that attendance is mandatory.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_