

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Representative Name]

Subject: Notice of Performance Improvement Plan Failure

Dear [Employee Name],

The purpose of this letter is to formally notify you that you have not successfully completed the Performance Improvement Plan (PIP) initiated on [Start Date] and concluded on [End Date].

On [Date PIP was issued], we met to discuss specific areas where your performance did not meet the requirements of your role as [Job Title]. The PIP outlined clear objectives, required improvements, and the support provided to help you succeed. Throughout the PIP period, we held regular progress meetings on [List Dates of Check-ins].

Despite these efforts and the resources provided, your performance continues to fall below the expected standards in the following areas:

- [Area 1: Describe specific deficiency]
- [Area 2: Describe specific deficiency]

Specifically, you failed to meet the following milestones/targets:

- [Milestone/Target 1]
- [Milestone/Target 2]

As stated in the PIP documentation, failure to demonstrate immediate and sustained improvement would result in further disciplinary action. Based on your failure to meet the requirements of the plan, the company has decided to [mention action, e.g., terminate your employment / demote you / extend the PIP], effective [Effective Date].

[Include details regarding final pay, benefits, or return of company property if applicable].

If you have any questions regarding this decision or the next steps, please contact [HR Name/Department].

Sincerely,

[Signature]

[Printed Name]

[Job Title]