

Performance Improvement Plan Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Performance Improvement Plan

Dear [Employee's Name],

As a result of recent evaluations of your work performance, we have identified several areas that require improvement. This Performance Improvement Plan (PIP) outlines the specific concerns, the expected outcomes, and the timeframe in which improvements should be made.

Performance Concerns

- [Concern 1]
- [Concern 2]
- [Concern 3]

Expected Outcomes

During this period, we expect you to:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

Timeline

The performance improvement plan will be in effect from [Start Date] to [End Date]. Progress will be reviewed on [Review Date].

Please take this opportunity to address the concerns mentioned above. We are here to support you during this process, and we encourage you to reach out if you have any questions or need assistance.

We appreciate your attention to this matter and your commitment to improving your performance.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]