

Performance Improvement Plan Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Performance Improvement Plan Notification

Dear [Employee Name],

This letter is to formally notify you that we are initiating a Performance Improvement Plan (PIP) effective immediately. This decision comes as a result of our recent performance evaluations and discussions regarding your current work performance.

The purpose of this plan is to outline specific areas requiring improvement and to provide you with guidance and support as you work towards achieving the expected performance standards. The areas of concern include:

- Area 1: [Description of performance issue]
- Area 2: [Description of performance issue]
- Area 3: [Description of performance issue]

The Performance Improvement Plan will include:

1. Specific objectives and goals to be achieved.
2. A timeline for improvement.
3. Regular check-ins and feedback sessions.

Your success is important to us, and we believe that with the right support and focus, you can improve in the areas outlined. We will schedule a meeting on [Insert Date] to discuss this plan in detail and answer any questions you may have.

Please take this opportunity seriously, as your progress will be reviewed regularly throughout the PIP duration. We are here to support you in this process.

Thank you for your attention to this matter.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]