

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: PIP Review Process

I hope this message finds you well. I am writing to formally address the Performance Improvement Plan (PIP) process. As part of the ongoing efforts to support my development and improvement, I would like to discuss the specific feedback received, my progress, and any additional resources that may be beneficial.

I appreciate the opportunity to grow and want to ensure I fully understand the expectations and the timelines involved in this review process. Could we schedule a meeting to review my current status and outline the next steps?

Thank you for your attention to this matter; I look forward to our discussion.

Best regards,

[Your Name]
[Your Job Title]