

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to present the documentation for the Personal Improvement Plan (PIP) for [Employee's Name] in relation to [specific performance issues or goals].

1. ****Employee Details****

- Name: [Employee's Name]
- Position: [Employee's Position]
- Department: [Employee's Department]

2. ****Purpose of the PIP****

- [Briefly explain the aim of the PIP, including the specific performance concerns and the desired outcomes.]

3. ****Performance Issues****

- [List the specific issues or areas for improvement with examples where applicable.]

4. ****Goals and Objectives****

- [Outline clear, measurable goals that the employee is expected to achieve within the PIP timeframe.]

5. ****Action Plan****

- [Detail the steps the employee will take to address the issues, including support and resources provided by the organization.]

6. ****Timeline****

- [Specify the duration of the PIP, including key milestones and review dates.]

7. ****Evaluation Criteria****

- [Describe how progress will be assessed and the standards that will be used to determine success.]

Thank you for your attention to this matter. I look forward to your feedback and support in implementing this plan for [Employee's Name]'s development and success.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]