

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Performance Improvement Plan Notice

I hope this message finds you well.

I am writing to formally notify you of our intention to implement a Performance Improvement Plan (PIP) concerning your recent performance and conduct at work. This decision is based on our observations and evaluations, which we believe require immediate attention and improvement.

Details of the PIP are as follows:

1. ****Performance Issues Identified****: [List specific areas of concern]
2. ****Expected Improvement****: [Outline goals you expect to be met]
3. ****Duration of the PIP****: [Specify the time frame for the plan]
4. ****Support Provided****: [Describe resources or assistance available to the employee]
5. ****Review Dates****: [Specify dates for follow-up evaluations]

We believe that with the dedicated effort and the right support, you can achieve the necessary improvements in your performance. It is essential that we collaboratively address these concerns moving forward.

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

Enclosure: Acknowledgment of Receipt