

[Your Company Logo]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Improvement Plan (PIP)

[Opening Paragraph: Briefly explain the purpose of the letter and the significance of the PIP.]

[Second Paragraph: Outline specific performance issues or areas needing improvement.]

[Third Paragraph: Describe the goals and objectives of the PIP, including timelines and benchmarks for evaluation.]

[Fourth Paragraph: Offer support and resources available to assist the employee in meeting these goals.]

[Closing Paragraph: Reiterate the importance of the employee's contribution and express confidence in their ability to improve.]

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Enclosures: If applicable, list any attached documents related to the PIP]