

[Your Name]  
[Your Job Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Job Title]  
[Employee's Department]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Improvement Plan

I hope this message finds you well.

This letter serves to formally address the concerns regarding your performance in your current role as [Employee's Job Title]. It has come to our attention that there are specific areas in which your performance does not meet our company standards.

To support your development and improve your performance, we are implementing a Performance Improvement Plan (PIP) that will outline the expectations, resources available, and timeline for improvement. The key areas of focus will be:

1. \*\*[Area of Improvement #1]\*\*
  - Description of specific issues and examples.
2. \*\*[Area of Improvement #2]\*\*
  - Description of specific issues and examples.
3. \*\*[Area of Improvement #3]\*\*
  - Description of specific issues and examples.

The objectives of this plan will be to:

- Clearly define expected outcomes.
- Provide resources and support for your improvement.
- Set a timeline for review and progress evaluation.

We believe that with dedication and effort, you can succeed in meeting these expectations. You will have regular check-ins scheduled on [insert frequency, e.g., weekly, bi-weekly] to discuss your progress and any additional support you may need.

Please feel free to reach out to me directly should you have any questions or require further clarification regarding this plan. Our goal is to ensure your success and continuous growth within the company.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]