

*[Company Letterhead]*

*[Date]*

*[Employee Name]*

*[Employee Address] [City, State ZIP Code]*

Dear *[Employee Name]*,

I am writing to bring to your attention some areas of your job performance that require improvement. Despite previous discussions and coaching sessions, it has been reported that you are not meeting the expected performance standards in the following areas:

*[List specific areas of concern].*

As a result, I am issuing you with a performance improvement plan (PIP). The purpose of this plan is to provide you with clear expectations, support, and guidance to help you improve your performance and meet the required standards.

The PIP outlines the specific actions that you need to take and the timeline for improvement. You are expected to adhere to the requirements of the PIP and to work with your supervisor to achieve the desired outcomes.

Please be aware that if there is no improvement in your performance within the specified timeframe, we may be forced to take further disciplinary action, including suspension or termination of employment.

If you have any questions or concerns, please do not hesitate to speak with me.

Sincerely,

*[Your Name] [Your Title]*

*Cc: [Supervisor's Name]*