

VIA Email (email address) or First Class Mail

[Recipient Name]
[address line 1]
[address line 2]
City, State, Zip Code

[date]

RE: Follow up to Initial Performance Improvement Plan Meeting

Dear [employee's name],

Thank you for meeting with me on [date] to discuss my concerns about your performance and the implementation of a Performance Improvement Plan (PIP) to support you to improve your performance to the standard required.

I have carefully considered your feedback before making any decision on whether to implement a PIP and if so, on what to include in it. I have considered your [feedback / comments / view] that [any relevant information / concerns / comments provided by the employee].

I have decided that it is appropriate to put in place a Performance Improvement Plan. A copy of the plan is attached. This plan will start on [date] and I will review your performance on [date].

The PIP helps you achieve a satisfactory level of performance against the objectives and measures set out in the plan. We will support you as you work to meet these standards as outlined in the PIP, however, if your performance does not improve sufficiently by the review date, other options may be considered, including, but not limited to, a PIP extension or disciplinary action.

During the review period I will meet with you [weekly or other appropriate timeframe] to discuss how your performance under the PIP is progressing and to assist you with anything you may require help with. [details of any other assistance / support / training that the employee will be provided with during the period]

Should you need assistance or have any concerns going forward, please discuss them with me. We look forward to seeing positive actions and improvement from our discussion. If you have questions about the information in this letter, contact me directly.

Yours sincerely

[name]

[title]

CC: [Second line supervisor's name,
Title] [Human Resources Designee's
Name, Title]