

Insert Company  
Logo

Date

<Employee Name>

Physical Address or email address  
Address

**Strictly Private and Confidential**

Dear <Employee Name>,

**RE: Performance Improvement Planning (PIP) Meeting**

Further to our discussions on <insert date and times of conversations> regarding your unsatisfactory performance, we would like to invite you to a meeting to discuss this further. Please note that at this stage this is an informal meeting and is therefore not held under the Company's disciplinary procedures.

At this meeting, we will discuss and agree a PIP which will include:

- Area(s) requiring improvement
- Company standard that needs to be achieved
- Action steps from you in order to meet these standards
- The types of assistance that you require from the company in order to meet these standards
- Review date and time frame

Regards,

Manager

Manager Title

Company

cc: anyone from the organisation that you are sending this letter to