[Company Name]

[Company Address]

[City, State, ZIP Code]

To: [Employee Name]

From: [Manager’s Name/HR Contact]

**Subject: Confirmation of Successful Completion of Performance Improvement Plan**

Dear [Employee Name],

We are pleased to inform you that you have successfully completed the Performance Improvement Plan (PIP) initiated on [Start Date of PIP]. Your efforts to address the performance concerns outlined in the plan have demonstrated significant improvement in the following areas:

* [*Area of Improvement 1, e.g., “Meeting project deadlines consistently.”*]
* [*Area of Improvement 2, e.g., “Enhancing collaboration and communication within the team.”*]
* [*Area of Improvement 3, if applicable*.]

Based on your consistent progress and adherence to the objectives set during the PIP, you are no longer subject to the plan, effective [DATE]. Your commitment to improving your performance has been commendable, and we encourage you to continue building on this momentum as you move forward in your role.

**Next Steps**:

While you are no longer under the PIP, it is essential to maintain the standards you have achieved. Your manager will continue to provide feedback and support to help ensure your continued success. If you have any questions about expectations or need further resources, please don’t hesitate to reach out.

Thank you for your dedication and hard work during this period of improvement. We look forward to your ongoing contributions to the success of [COMPANY NAME].

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................