

PRIVATE & CONFIDENTIAL

Date

Employee Name
Staff No.

Dear Employee

Re: Performance Improvement Plan (PIP) – Initiation Letter

We refer to the outcome of your recent performance review assessment.

The Company wishes to notify you that you have failed to meet the minimum performance level for the role assigned to you. As such, you have failed to meet the contractual obligations entrusted upon you with regards to your work performance in the following areas:

- 1.
- 2.
- 3.

The Company hereby assigns you to a Performance Improvement Plan in accordance with the conditions and expectations of the company's Performance Improvement Plan policy. The details of PIP shall be communicated to you by your superior and you shall be assigned targets to achieve during the PIP phase. This plan is developed as a corrective measure as well as to assist you in bringing your performance level up to meet the expectations of your role.

Your performance shall be assessed periodically, and you are expected to always keep your superior notified on your progress. Your superior and the company will endeavour to provide necessary support and guidance as always to ensure you meet the expectations of the Performance Improvement Plan.

We would like to advise you to give your fullest attention to work and ensure you execute your task with diligence and care. Should you fail to complete the Performance Improvement Plan successfully, the company shall not hesitate to take necessary disciplinary actions against you including demoting you or terminating your service.

We trust you will work hard and strive to improve your performance level and successfully completing the Performance Improvement Plan. Should you require further clarification or support, kindly speak to your immediate superior or Human Resource Department.

Yours Sincerely,

XXX

XXX

EMPLOYEE ACKNOWLEDGEMENT

I accept the above and agree to maintain my performance level and will strive to complete the Performance Improvement Plan successfully. I will also give my fullest attention to work.

Signature :

Name :

Date :