**LETTER TO ACCOMPANY PROPOSED PERFORMANCE IMPROVEMENT PLAN**

***[Insert date]***

Dear ***[Insert employee’s name]***,

Following our discussion on insert ***[insert date]***about your unsatisfactory work performance, I attach the company’s proposed performance improvement plan.

If you wish to raise any queries or points of clarification about the plan, please let me know as soon as possible.

The company asks you to sign and return the plan to acknowledge your receipt and understanding of its contents and some of the important matters communicated at our meeting.

Regardless of whether we receive the plan from you, signed or unsigned, the company will commence the plan after ***[insert number of days]***working days.

Yours sincerely,

***[Insert name and position title]***