DATE

To: Employee ID #

From:

Re: Attendance Improvement Plan (AIP) / Performance Improvement Plan (PIP) – 30/60/90 Day Review Extension

On DATE, you were placed on a (AIP)/(PIP) as a result of your unsatisfactory job performance/attendance. The Plan specifically outlined the standards you were required to meet. Regrettably, as of this date, you have not demonstrated any substantial improvements in the areas outlined below:

* + List each area and explain how there is no improvement

You will continue to provide me regular weekly updates on these and other issues that may arise. You should bring a project list to your weekly meetings with me with a status for each of the above items including where you are with each project, what you need, and what questions you may have. As issues arise, you will notify me in person if possible, or via email if necessary. I have scheduled our next meeting to review your performance/attendance on DATE. As always, if you need clarification or have any questions regarding this matter, please do not hesitate to speak with me.