

**PRIVATE & CONFIDENTIAL**

Date

Employee Name  
Staff No.

Dear Employee

**Re: Successful Completion of Performance Improvement Plan**

We refer to the above.

After reviewing the outcome of performance during the performance improvement phase, we are pleased to inform you that you have successfully met the expectations outlined by the company. As such you have completed the Performance Improvement Plan and will be boarded out of the programme with immediate effect.

It is essential that you sustain this level of performance in the future. However, should there be any reoccurrence of these issues may result in you being boarded into the Performance Improvement Plan.

We trust you will work hard and strive to maintain the expected performance level. If in meantime, 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 meet the objectives of my role and will give my fullest attention to work.

Signature :

Name :

Date :