

**PRIVATE & CONFIDENTIAL**

Date

Employee Name  
Staff No.

Dear Employee

**Re: Performance Improvement Plan (PIP)**

We refer to the above and to the outcome of the Performance Improvement Plan.

Despite numerous reminder and efforts by the company to assist you to improve your performance, your work performance has not improved. Your performance has been documented and well explained to you. Additionally, the performance improvement plan (PIP) you were participating in put forth specific goals and targets that you agreed to meet by the due date. We have assisted and supported you to reach your performance targets. Unfortunately, you have not improved your performance to a consistent acceptable standard as required.

However, in consideration of the fact that your disciplinary record has been good and in recognition of your long service, the Company has decided to demote you from current appointment to as follow:

Position :  
Job Grade :  
Basic Salary :  
Effective date :

Kindly note that all terms and conditions and benefits shall follow those of the new position/job grade.

It is essential that you sustain the expected performance level in your new role. Should there be any reoccurrence of these issues may result in you being boarded into the Performance Improve Plan. We trust you will work hard to ensure your success in the new role.

Should you require further clarification or support, kindly speak to your immediate superior or Human Resource Department.

Yours Sincerely,

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XXX  
XXX**EMPLOYEE ACKNOWLEDGEMENT**

I hereby confirm that I fully agree and accept the demotion from my current position and accept terms and conditions as well as benefits assigned to in the new position. I also acknowledge and understand the potential consequences of non-compliance with regards to my work performance. I also agree to maintain performance level and will strive to meet the objectives of my role and will give my fullest attention to work

Signature :  
Name :  
Date :