

**PRIVATE & CONFIDENTIAL**

Date

Employee Name  
Staff No.

Dear Employee

**Re: Extension of Performance Improvement Plan (PIP) and Final Warning**

We refer to the above. As you are aware, your performance improvement plan (PIP) commenced on XXXX however, you have failed to meet the expectations set out in the plan which is set to expire on XXXX.

During this period, your performance has been assessed periodically against the target and objectives assigned to you. Unfortunately, your performance has been unsatisfactory in the following areas;

- 1.
- 2.
- 3.

As such, the Company has decided to extend your performance review plan by another three (3) months until XXXX and this will be the final extension. During this extended period, you are required to fulfil the below targets and objectives;

- 1.
- 2.
- 3.

The Company hereby issues you a **final warning** and we require you to focus your time and energy to meet the expectations of the plan. During this final extension period, periodic review meetings to assess your progress will be held on bi-weekly basis. Kindly note that there will be no further extension to your performance improvement plan. Should you fail to meet the above objectives and targets satisfactorily, the Company will terminate your services at the end of the PIP period.

The Company will continue to necessary provide guidance and support wherever needed. Should you require any further clarification or support, you are advised to consult your immediate superior promptly and we encourage frequent interactions with between you and your immediate superior.

We look forward to you completing the plan successfully.

Yours Sincerely,

\_\_\_\_\_  
XXX  
XXX

**EMPLOYEE ACKNOWLEDGEMENT**

I understand and accept the above. I undertake to carry out the above-mentioned target and objectives assigned to me successfully. I acknowledge this is the final extension of my performance improvement plan (PIP).

Signature :  
Name :  
Date :

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