# Invite to Performance Improvement Plan Meeting

Date: {{ pip.start\_date.strftime("%d %b %Y") }}

To: {{ employee.first\_name }} {{ employee.last\_name }}

Dear {{ employee.first\_name }},

We invite you to a meeting on {{ pip.review\_date.strftime("%d %b %Y") }} to discuss your Performance Improvement Plan.

Sincerely,

{{ pip.created\_by or current\_user.username }}