

# Performance Improvement Roadmap

**Date:** [Insert Date]

**To:** [Employee's Name]

**From:** [Manager's Name]

**Subject:** Performance Improvement Plan

## Overview

This letter serves as a formal notification regarding performance concerns and outlines a roadmap for improvement.

## Areas of Concern

- [Specific Area 1]
- [Specific Area 2]
- [Specific Area 3]

## Goals for Improvement

1. [Goal 1 with specific metrics]
2. [Goal 2 with specific metrics]
3. [Goal 3 with specific metrics]

## Action Steps

The following steps will be taken to enhance performance:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

## Timeline

The improvement plan will be evaluated on a bi-weekly basis over a period of [duration, e.g., 60 days].

## Support and Resources

To assist in this process, the following resources will be available:

- [Resource 1]
- [Resource 2]
- [Resource 3]

## **Conclusion**

I am confident that with commitment and effort, you can turn your performance around. Please feel free to reach out for any clarification regarding this plan.

Sincerely,

[Your Name]

[Your Position]