

# Performance Improvement Plan

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Performance Improvement Plan

## Introduction

Dear [Employee Name],

The purpose of this Performance Improvement Plan (PIP) is to provide you with a clear understanding of the areas in which improvement is needed in your performance, while also offering you the necessary support and resources to facilitate your development.

## Areas of Concern

- [Specific performance issue 1]
- [Specific performance issue 2]
- [Specific performance issue 3]

## Performance Expectations

To address these concerns, we expect you to:

- [Expectation 1]
- [Expectation 2]
- [Expectation 3]

## Support and Resources

To assist you in meeting these expectations, the following resources will be made available:

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

## Timeline for Improvement

The PIP will be in effect from [Start Date] to [End Date]. During this period, we will schedule regular check-ins to review your progress and provide additional feedback.

## **Conclusion**

We believe that with focused effort and the right support, you can make the necessary improvements in your performance. Please sign and return the acknowledgment below to indicate that you have received and understood this Performance Improvement Plan.

Sincerely,

[Supervisor/Manager Name]

[Title]

## **Acknowledgment**

I, [Employee Name], acknowledge receipt of this Performance Improvement Plan and understand the expectations and resources provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_