

Performance Improvement Plan

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

This letter serves to formally outline a Performance Improvement Plan (PIP) for you as we believe that with the right guidance and support, you can enhance your performance and contributions to our team.

Areas for Improvement

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

Goals and Objectives

- [Goal 1]
- [Goal 2]
- [Goal 3]

Action Plan

To assist you in meeting these objectives, we will provide:

- [Training/Resources]
- [Regular Check-ins]
- [Mentorship/Support]

Timeline

The initial review of your progress will take place on [Insert Date]. A final review will occur on [Insert Date].

We believe in your potential and are here to support you during this improvement process. Please do not hesitate to reach out if you have any questions or need additional resources.

Sincerely,

[Your Name]

[Your Position]

[Company Name]