

Performance Improvement Plan

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Department: Marketing Department

Introduction

This Performance Improvement Plan (PIP) aims to address specific performance issues and establish a framework for improvement in the Marketing Department. It is designed to support you in enhancing your performance to meet the expectations of your role.

Performance Issues

- Issue 1: [Description of Performance Issue]
- Issue 2: [Description of Performance Issue]
- Issue 3: [Description of Performance Issue]

Performance Expectations

To successfully meet performance expectations, the following goals should be achieved:

- Goal 1: [Description of Goal]
- Goal 2: [Description of Goal]
- Goal 3: [Description of Goal]

Action Plan

The following steps will be taken to assist you in achieving the performance expectations:

1. Step 1: [Action Step]
2. Step 2: [Action Step]
3. Step 3: [Action Step]

Timeline

The review period for this plan will be [insert duration]. Progress will be reviewed on [insert dates], and further evaluations will determine the next steps.

Support Available

We are committed to supporting you in this process. You will have access to [resources, training, mentorship]. Please feel free to reach out for assistance.

Signatures

By signing below, you acknowledge the contents of this Performance Improvement Plan and your commitment to improvement.

_____ **[Employee Name]**

_____ **[Manager/Supervisor Name]**