

Performance Improvement Plan

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Manager Name: [Insert Manager Name]

Introduction

This Performance Improvement Plan (PIP) aims to address specific performance issues and set clear expectations for improvement over the next [Insert Duration].

Performance Issues

- Detail specific issue #1
- Detail specific issue #2
- Detail specific issue #3

Performance Expectations

The following objectives must be met by the end of the PIP period:

- Objective #1
- Objective #2
- Objective #3

Support and Resources

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

- Resource #1
- Resource #2
- Resource #3

Evaluation and Follow-Up

Your performance will be evaluated on [Insert Evaluation Date], and follow-up meetings will be scheduled on a [weekly/bi-weekly] basis to discuss progress.

Conclusion

We believe in your ability to improve and succeed. Please acknowledge by signing below.

Employee Signature: _____

Manager Signature: _____