

Performance Improvement Plan

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

From: [Manager Name]

Department: Sales

Purpose

This Performance Improvement Plan (PIP) is designed to address specific performance issues and outline expectations to help improve performance in your role as a sales team member.

Areas of Concern

- Low Sales Figures
- Poor Client Engagement
- Failure to Meet Deadlines

Performance Expectations

To successfully complete this plan, the following performance goals must be met:

- Achieve a minimum of [insert percentage]% growth in sales by [insert date].
- Engage with at least [insert number] clients per week.
- Provide weekly reports on sales activities and results.

Support and Resources

We will provide the following support during this period:

- Weekly coaching sessions with [insert mentor/coach name].
- Access to sales training programs.
- Regular feedback and monitoring of progress.

Timeline

This plan will be in effect from [insert start date] to [insert end date]. A review meeting will be scheduled on [insert review date] to assess progress.

Consequences of Non-Improvement

If performance does not improve as outlined in this plan, further action may be taken, up to and including termination of employment.

Signatures

By signing below, you acknowledge that you have received this Performance Improvement Plan:

_____ **Employee Signature**

_____ **Manager Signature**