

Performance Improvement Plan

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Plan

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) for you as a Team Leader in [Department/Team Name]. The purpose of this plan is to address the performance concerns we have observed in your role and to provide you with an opportunity to enhance your performance.

Specific Areas of Concern

- [Concern 1: Describe the specific performance issue]
- [Concern 2: Describe another performance issue]
- [Concern 3: Describe additional performance issues if necessary]

Expected Improvements

We expect to see improvements in the following areas:

- [Improvement 1: State what is expected]
- [Improvement 2: State what is expected]
- [Improvement 3: State what is expected]

Action Plan

To assist you in achieving these improvements, the following actions will be taken:

- [Action 1: Describe the support and resources available]
- [Action 2: Describe any training or mentoring programs]
- [Action 3: Other actions to support employee performance]

Timeline

This Performance Improvement Plan will remain in effect for [number of weeks/months]. During this time, we will have regular check-ins to discuss your progress.

Consequences of Non-Improvement

Please be aware that failure to show significant improvement in the specified areas may lead to further disciplinary action, including the possibility of termination.

We believe that with effort and support, you can achieve the desired outcomes. Please sign below to acknowledge receipt of this Performance Improvement Plan.

Sincerely,

[Manager Name]

[Manager Title]

Employee Signature: _____ Date: _____