

Workplace Improvement Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Workplace Improvement Plan

Dear [Employee's Name],

This letter serves as a formal notification regarding the development of a Workplace Improvement Plan (WIP) to address performance and behavior-related concerns.

1. Areas of Improvement

- [Detail area of improvement 1]
- [Detail area of improvement 2]
- [Detail area of improvement 3]

2. Goals and Objectives

The following goals are set for you to achieve over the next [time frame]:

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

3. Action Plan

Please take the following actions to support your improvement:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

4. Support and Resources

We will provide the following support to assist you:

- [Resource 1]
- [Resource 2]
- [Resource 3]

5. Evaluation

We will schedule regular meetings to discuss your progress, with the first meeting on [insert date].

We are committed to supporting you through this process and look forward to seeing your progress.

Sincerely,

[Manager's Name]

[Manager's Title]