

Performance Improvement Plan Conversation

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Plan Discussion

Dear [Employee Name],

As part of our commitment to supporting your professional growth and development, I would like to schedule a conversation regarding your current performance and the steps we can take to enhance your effectiveness in your role.

During our meeting, we will discuss the following points:

- Your current performance metrics
- Areas of concern and specific feedback
- Goals and expectations moving forward
- Resources and support available to you

Please let me know your availability for this conversation by [insert response deadline]. It is important for us to align on these matters to ensure your success and the success of our team.

Thank you for your attention to this matter. I look forward to our discussion.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]