

Performance Management Plan

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Performance Management Plan

Dear [Employee Name],

This letter serves to formally outline your Performance Management Plan due to your recent underperformance in your role as [Job Title]. The purpose of this plan is to provide you with the necessary support and guidance to help you meet the expected standards of performance.

Performance Concerns

We have observed the following areas where performance falls below expectations:

- Specify concern 1
- Specify concern 2
- Specify concern 3

Performance Expectations

To address these concerns, you are expected to:

- Outline expectation 1
- Outline expectation 2
- Outline expectation 3

Action Steps

We will implement the following action steps to assist you:

- Action step 1
- Action step 2
- Action step 3

Review Timeline

We will review your progress on [Insert Date]. Regular check-ins will be held on a bi-weekly basis to discuss improvement and provide feedback.

Please acknowledge receipt of this Performance Management Plan by signing below and returning it to me by [Insert Date]. Should you have any questions, feel free to reach out.

Best regards,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

Signature: _____ Date: _____