

# Personalized Performance Support Plan

Date: [Insert Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

## Introduction

Dear [Employee Name],

We are committed to supporting your development and enhancing your performance at [Company Name]. This Personalized Performance Support Plan is designed to provide you with the resources and guidance needed to excel in your role.

## Goals and Objectives

- Goal 1: [Insert Specific Goal]
- Goal 2: [Insert Specific Goal]
- Goal 3: [Insert Specific Goal]

## Action Steps

1. Action Step 1: [Describe Action Step]
2. Action Step 2: [Describe Action Step]
3. Action Step 3: [Describe Action Step]

## Resources and Support

You will have access to the following resources:

- Resource 1: [Describe Resource]
- Resource 2: [Describe Resource]
- Resource 3: [Describe Resource]

## Timeline

The following timeline will guide the implementation of your performance support plan:

- Start Date: [Insert Start Date]

- Review Date: [Insert Review Date]
- Completion Date: [Insert Completion Date]

## **Follow-Up**

We will schedule regular check-ins to discuss your progress and address any challenges you may face. Your success is our priority.

Best regards,

[Manager Name]  
[Manager Position]  
[Company Name]