

Performance Improvement Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Improvement Plan

Overview

This Performance Improvement Plan (PIP) outlines the specific areas in which your performance does not meet our company standards and the steps you need to take to improve.

Areas of Concern

- [Concern 1: Description]
- [Concern 2: Description]
- [Concern 3: Description]

Goals and Expectations

To support your improvement, the following goals and expectations are set:

- [Goal 1: Description]
- [Goal 2: Description]
- [Goal 3: Description]

Action Steps

You are expected to take the following actions:

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

Timeline

The improvement plan will be in effect for [Insert duration]. Regular check-ins will occur every [Insert frequency].

Support and Resources

We are committed to providing support; you may access [Insert resources such as training, mentorship, etc.].

Conclusion

Your success is important to us, and we believe that with dedication and focus, you can meet the expectations set forth in this plan.

Best regards,

[Manager's Name]

[Manager's Title]