

Performance Improvement Plan

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Improvement Plan

Dear [Subcontractor Name],

We are writing to address certain concerns regarding your performance as our subcontractor on the [Project Name/Description]. It has come to our attention that there have been several instances where your deliverables did not meet the agreed-upon standards and timelines.

Identified Issues

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

Action Plan

To assist you in improving your performance, we propose the following plan:

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

Timeline

Please address these issues and complete the action steps by [Insert Deadline]. We will conduct a follow-up review on [Insert Follow-up Date].

Support

We are committed to supporting you during this process and are open to discussing any challenges you may encounter.

We value your contribution to our project and look forward to seeing improvements in your performance. Please confirm your receipt of this letter and your understanding of the outlined plan.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]