

Performance Improvement Feedback

Date: [Insert Date]

To: [Employee's Name]

Subject: Performance Improvement Plan

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to discuss some observations regarding your recent performance in your role as [Employee's Position].

Over the past [specific time period], I have noticed a few areas where your performance has not met the expectations of the team. Specifically, [briefly outline specific performance issues]. I believe these areas are critical for your success and the success of our team.

To support you in improving your performance, I would like to propose a Performance Improvement Plan (PIP) that outlines specific objectives and timelines for improvement:

- Objective 1: [Clearly state objective and expected outcome]
- Objective 2: [Clearly state objective and expected outcome]
- Objective 3: [Clearly state objective and expected outcome]

We will schedule regular meetings to review your progress, and I am committed to providing assistance and resources you may need during this process.

It is important for me to see you succeed, and I believe that with the right efforts and support, you will be able to make the necessary improvements.

Please let me know a convenient time for us to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]