

# Volunteer Performance Improvement Plan

Date: [Insert Date]

To: [Volunteer's Name]

From: [Your Name]

Subject: Performance Improvement Plan

Dear [Volunteer's Name],

We appreciate your contributions as a volunteer within our organization. We value your commitment; however, we have noticed some areas of performance that require improvement.

## Areas of Concern

- [Specific Area 1]
- [Specific Area 2]
- [Specific Area 3]

## Goals for Improvement

We have outlined the following goals to help enhance your performance:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

## Action Plan

To support you in reaching these goals, we propose the following action steps:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

## Timeline

We would like to see progress over the next [insert timeframe], with check-ins to discuss your advancement.

## Conclusion

We believe with focus and determination, you can meet these improvement goals. Please feel free to reach out to discuss this plan further.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]