

# Performance Review Action Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review Action Plan

**Dear [Employee's Name],**

Following your recent performance review, we have identified key areas for your professional development. This action plan outlines specific goals and steps to help you improve your performance and reach your full potential within our team.

## Performance Goals

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

## Action Steps

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

## Timeline

[Insert Timeline for Goals and Action Steps]

## Support and Resources

We are committed to supporting you in achieving these goals. You will have access to [insert resources, training, or mentorship opportunities].

## Next Steps

We will schedule a follow-up meeting on [Insert Date] to review your progress and make any necessary adjustments to this plan.

Best regards,

[Manager's Name]

[Manager's Title]