

# Performance Review Improvement Plan

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Performance Review Improvement Plan

Dear [Manager's Name],

I hope this message finds you well. Following our recent performance review discussion, I would like to present my improvement plan that aims to address the feedback received and enhance my contributions to the team.

## Areas for Improvement

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

## Action Steps

1. [Action step 1 with a deadline]
2. [Action step 2 with a deadline]
3. [Action step 3 with a deadline]

## Support Needed

I would appreciate your support in the following areas:

- [Support item 1]
- [Support item 2]

## Next Review Date

I suggest scheduling a follow-up review on [Insert Date] to assess my progress on this plan.

Thank you for your guidance and support. I am committed to improving my performance and contributing to the success of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]