

Performance Improvement Plan Request

Date: [Insert Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Company's Name]

Dear [Manager's Name],

I am writing to formally request a Performance Improvement Plan (PIP) to address specific areas of my performance that may need enhancement. I believe that a PIP will provide me with a structured approach to improve my skills and meet the expectations set forth in my role.

After reflecting on my recent performance evaluations and feedback, I have identified the following key areas where I need to improve:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

I am committed to making the necessary adjustments and believe that with your guidance and support through this PIP, I can greatly improve my contributions to our team.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]