

# Performance Improvement Plan

Date: [Insert Date]

To: [Subcontractor's Name]  
[Subcontractor's Address]

Subject: Performance Improvement Plan

Dear [Subcontractor's Name],

We value our partnership and would like to address some performance issues that have arisen during our recent projects. To it, we are initiating a Performance Improvement Plan (PIP) to support you in enhancing your service delivery.

## Areas of Concern:

- Quality of Work - [specific issues]
- Timeliness of Deliverables - [specific issues]
- Communication - [specific issues]

## Goals for Improvement:

- Improve quality of work to meet [specific standard] by [specific date]
- Ensure timely delivery of all projects moving forward
- Enhance communication with our team on a weekly basis

## Action Steps:

1. Schedule a meeting with our project manager on [date].
2. Submit a revised project plan to address identified issues by [date].
3. Regularly report progress on improvement goals every two weeks.

We believe that with dedication and effort, we can overcome these challenges together. We appreciate your cooperation and commitment to excellence.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]