

Retail Performance Improvement Plan

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Store: [Store Name]

Dear [Employee's Name],

As part of our commitment to continuous improvement and excellence in performance, we have identified some areas where your performance needs enhancement. This letter outlines the Retail Performance Improvement Plan designed to support you in meeting your goals and exceeding expectations.

Areas for Improvement:

- Customer Service Skills
- Sales Targets Achievement
- Product Knowledge

Action Plan:

1. Attend customer service training scheduled for [Date].
2. Review product knowledge materials and complete the quiz by [Deadline].
3. Meet with your supervisor weekly to review progress and set new sales goals.

Timeline:

This plan will be effective from [Start Date] to [End Date]. Regular check-ins will be scheduled to monitor progress.

Support Available:

Please know that you will receive ongoing support from your supervisor and the training team. Feel free to reach out with any questions or concerns.

We believe that with dedication and effort, you can improve your performance and achieve great success. We are here to assist you in this journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]