

Performance Improvement Plan Suggestion

To: [Employee's Name]

From: [Your Name]

Date: [Date]

Subject: Performance Improvement Plan

Dear [Employee's Name],

I hope this message finds you well. I would like to bring to your attention some areas where I believe improvement is needed in your performance. This Performance Improvement Plan (PIP) serves as a guide to help you enhance your skills and meet our team's expectations.

Identified Areas for Improvement

- [Area 1: Description]
- [Area 2: Description]
- [Area 3: Description]

Goals for Improvement

1. [Goal 1: Description]
2. [Goal 2: Description]
3. [Goal 3: Description]

Support and Resources

To assist you in this process, the following resources will be available:

- [Resource 1: Description]
- [Resource 2: Description]
- [Resource 3: Description]

Evaluation Timeline

We will review your progress on a [weekly/monthly] basis, with a formal evaluation scheduled for [Evaluation Date].

I am confident that with dedication and hard work, you will be able to achieve these goals. Let's schedule a time to discuss this plan further and address any questions you may have.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]