

# Driver Performance Improvement Plan

Date: [Insert Date]

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Performance Improvement Plan

Dear [Driver's Name],

As part of our ongoing commitment to excellence, we have identified certain areas where your performance as a driver can be improved. This letter serves as a formal Performance Improvement Plan (PIP) to help you enhance your skills, ensure compliance with our standards, and contribute positively to our team.

## Areas for Improvement

- Timeliness: [Specific examples or data]
- Driving Safety: [Specific examples or data]
- Customer Service: [Specific examples or data]

## Goals and Expectations

We expect the following goals to be achieved over the next [insert timeframe]:

- Achieve on-time arrivals for at least [percentage]% of scheduled routes.
- Complete defensive driving training by [insert date].
- Receive positive feedback from [specific customer groups] over the next [insert timeframe].

## Support and Resources

We are committed to supporting you throughout this process. You will have access to the following resources:

- One-on-one coaching sessions with [trainer/mentor's name].
- Access to training materials and workshops.
- Regular feedback meetings to track progress.

## Next Steps

Please review this plan carefully and sign below to acknowledge your understanding of the expectations and your commitment to improving your performance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your attention to this matter. We believe in your ability to succeed and look forward to seeing your progress.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]