

Performance Improvement Outline

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Performance Improvement Plan

Introduction

Dear [Employee Name],

As part of our ongoing commitment to enhancing employee performance, we are implementing a Performance Improvement Plan (PIP) to address specific areas of concern regarding your performance.

Areas for Improvement

1. Area 1: [Description of the performance issue]
2. Area 2: [Description of the performance issue]
3. Area 3: [Description of the performance issue]

Expected Outcomes

By the end of this plan, we expect to see the following improvements:

- Improvement 1: [Description of expected improvement]
- Improvement 2: [Description of expected improvement]

Action Plan

The following steps will be taken to facilitate your improvement:

1. Step 1: [Action to be taken]
2. Step 2: [Action to be taken]
3. Step 3: [Action to be taken]

Support and Resources

We will provide the following support to assist you:

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

Timeline

The performance improvement plan will be in effect for [duration]. Regular check-ins will occur every [frequency].

Conclusion

We believe with the right support and effort, you can successfully improve your performance. Please feel free to reach out with any questions or concerns.

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Title]