

Performance Improvement Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Addressing Performance Concerns

Dear [Employee's Name],

As we have discussed in previous meetings, I would like to formally address the areas of your performance that have not met our expectations over the past [time period]. Specifically, the following issues have been noted:

- [Detail specific underperformance issue #1]
- [Detail specific underperformance issue #2]
- [Detail specific underperformance issue #3]

To support you in improving your performance, I propose the following solutions:

- [Proposed Solution #1]
- [Proposed Solution #2]
- [Proposed Solution #3]

We will set a follow-up meeting on [insert date] to review your progress and adjust the plan as needed. I am confident that with your dedication and the appropriate support, you can meet the required performance standards.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]