

Performance Improvement Plan

Date:

To: *(Employee Name and position)*

From: *(Manager Names and positions)*

Performance Issues

This Performance Improvement Plan is being created because you have had trouble meeting the standards for your position. Specifically, the following issues have been observed:

- Issue #1: (e.g. "For the months of March and April, you failed to meet your quota for...")
- Issue #2

On **(date)**, you were appraised of your level of performance. Because we value you as an employee, we are creating this Performance Improvement Plan as a way to clarify expectations and help provide you with concrete solutions for achieving them.

Employee Expectations

Your expectations for the next **(30/60/90)** days are the following:

- Expectation #1 (e.g. "You will complete 30 reports per week.")
- Expectation #2
- Expectation #3

This list is not meant to be exhaustive. Rather, it names the things with which you have been having trouble. You are still required to fulfill the other duties of your job.

Employee Actions

In order to meet or surpass the expectations listed above, you will take the following actions:

- Action #1 (e.g. support, training, counseling)
- Action #2

Manager Actions

To aid you in meeting the expectations listed above, your managers will be expected to do the following:

- Manager Action #1 (e.g. "Weekly meetings to evaluate your work.")
- Manager Action #2

Consequences

If you fail to meet the above expectations in the following **(30/60/90)** days, we will take appropriate action, including termination. In addition, **(Organization Name)** reserves the right to terminate during the next **(30/60/90)** days if you are not making appropriate progress towards these goals.

You must also continue to perform at the level expected after the end of the PIP period. If you do not, you may also be terminated.

By signing below, you acknowledge that you understand the expectations detailed above, and the consequences of not meeting them.

Employee Signature _____ **Date** _____

Manager Signature _____ **Date** _____