

TO:

FROM:

DATE:

SUBJECT:

Performance Improvement Plan

During the past month [specify dates if available], it has become increasingly evident to your [team leader or supervisor] and me that you have not been performing your assigned work in accordance with what is expected of a[n] [job title]. On [dates of all counseling and verbal warning sessions], you were counseled about this unacceptable performance. To date, there has not been any significant improvement. [Company Name] values you as an employee, and it is your leadership team's intent to make you fully aware of this situation and to assist you in improving your work performance. However, it is important that you realize the responsibility to improve is yours alone.

You are being placed on a written improvement plan. For the next [30,60, or 90] days, [date, 200__] to [date, 200__], your work will be closely monitored by your leadership team. You must demonstrate immediate improvement in the following areas:

[Identify areas of improvement. Be specific about what needs to be improved. If possible, list objectives with specific deadlines on a separate sheet and attach it to the plan.]

[Name the person(s) monitoring the plan] will review your progress on each of the above items requiring improvement every [day or week and time or review]. We trust that in so doing, we can guide you in becoming a contributing employee of [Company Name].

Improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time during the specified timeframe, disciplinary action to include separation from the company may occur. A decrease in performance after successfully completing the improvement plan may result in being dismissed from [Company Name] without the issuance of another warning or improvement plan.

As always, the Open Door Policy is available for you to discuss any concerns.

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

Employee Signature: _____ **Date:** _____

Leader Signature: _____ **Date:** _____

Witness Signature: _____ **Date:** _____