**Performance Improvement Plan**

*Sample Template*

Date: Today’s Date

From: First and Last Name

RE: Your Performance Improvement Plan

Employee’s First Name,

We recognize your potential and are committed to helping you achieve your best performance. Currently, there are areas of your work that need to be addressed in order to meet our expectations for the role.

We have outlined the following Performance Improvement Plan (PIP) to help bring your performance in line with expectations and assist in your ongoing growth and development. The purpose of your PIP is to identify areas of improvement, set clear performance expectations, and provide you with an opportunity to demonstrate your abilities.

**Areas of improvement needed:**

The following are areas of your performance that need improvement:

Detailed description of performance deficiencies

**Your improvement plan:**

The expectations related to your performance that need to be improved and addressed:

List improvements to be made

How success will be measured:

List measurable outcomes, KPIs, milestones, etc.

Your resources:

List support resources including trainings, mentors, 1:1 meetings, etc.

**Next steps:**

Effective Date, you will be placed on a 30/60/90-day PIP. Your manager, Manager’s name, will monitor your performance and schedule regular follow-up meetings with you. During this time, you will be expected to make significant progress on the plan outlined above.

Please be aware that failure to meet these expectations at any point during or after the PIP may result in further action, which could include termination. This plan may be modified as necessary, depending on your progress.

We have full confidence that you will meet or exceed these goals, and sustain performance after completing your PIP.

Also note that your PIP does not change the at-will employment relationship. Additionally, the content of this PIP should remain confidential. If you have any questions or concerns about the plan, please do not hesitate to discuss them with your supervisor.

Upon receiving this plan, please sign to acknowledge it, indicating that you have discussed this Performance Improvement Plan with your supervisor. Your signature indicates that you have received and reviewed the plan.

First and Last Name

Title

Email