Performance Improvement Plan (PIP)

**To:**

**From:**

**Date:**

# Subject: Written Performance Improvement Plan (PIP)

It has become increasingly evident to me that your performance is not meeting the standards of what is expected of your position as [job title] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
  
You were counseled on this unacceptable performance on [list dates of all counseling and written warning sessions]:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We value you as an employee, and it is our intent to assist you in leveling up your performance and bringing it up-to-standards. The responsibility to improve, however, is yours alone. We will provide you with the tools, resources, and mentoring to level-up, but improving is really in your hands.

You are being placed on a written performance improvement plan. For the next [30,60, or 90] \_\_\_\_\_\_\_ days, until [date, 20\_\_] to [date, 20\_\_], during which time your work will be closely monitored. You must demonstrate immediate improvement in the following areas:

# Areas of deficiency.

**Step 1: Performance Issues.** These are the behavioral and performance deficiencies we have identified, and would like for you to address:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

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**Step 2: Target Performance Metrics and Standards.** Listed below are metrics and standards we expect you to level up your performance to succeed:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

**Step 3: Resources.** Listed below are resources available to you to complete your Improvement activities.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

**Step 4: Progress Checkpoints.** The following schedule will be used to evaluate your progress in leveling up your performance metrics.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Performance Issue** | **Checkpoint Date** | **Type of Follow-up**  (memo/call/meeting) | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Timeline for Improvement & Expectations:

If there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to the completion date of this plan. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including termination.

The PIP does not alter the employment-at-will relationship. Additionally, the contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with me.

We will meet again as noted above to discuss your Performance Improvement Plan. Please schedule accordingly.

# Signatures:

|  |  |
| --- | --- |
| Print Employee Name:   Employee’s Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Supervisor Name:   Supervisor’s Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Human Resources Name:   Human Resources Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |