

Performance Improvement Plan (PIP)

TO:
FROM:
DATE:
RE: Performance Improvement Plan (PIP)

The purpose of this Performance Improvement Plan (PIP) is to define areas of concern, gaps in your work performance and allow you the opportunity to demonstrate improvement and commitment.

Areas of Concern:

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Observations, Previous Discussions or Counseling:

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Improvement Goals: These are the goals related to areas of concern to be improved and addressed:

1.	
2.	
3.	

Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	

Follow-up Updates: You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date
	Status Update Discussion/Memo		
	Status Update Discussion/Memo		
	Status Update Discussion/Memo		

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a (60 working day) PIP. During this time you will be expected to make regular progress on the plan in the areas outlined. Failure to maintain performance expectations after the completion of the PIP may result in disciplinary action.

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

Signatures:

Employee Name:

Employee Signature: _____

Date:

Supervisor/Manager Name:

Supervisor/Manager Signature: _____

Date: