Memo

To:

From:

CC:

Date:

Re: Performance Improvement Plan

Reason for the Plan:

You joined the company as an <position> on <date>. During the past <specify dates>, it has become increasingly evident that you have not been performing your assigned work in accordance with job expectations. Because your performance has fallen below the standards required for a <job title>, we have developed a Performance Improvement Plan (PIP) for you. The plan was discussed with you on <date> in a meeting where both I and <name> were present. You must demonstrate immediate and sustained improvement in the following areas:

Areas of Concern:

<Identify areas that need improvement. Be specific about what needs to be improved.> For example:

* Your technical level for many basic <X> skills required for the <job title> position, are that of a beginner to advanced beginner, and many of them are not at the level necessary for an <job title> level position.
* In addition to technical skills, we discussed the importance of organization and planning, and following up on action items assigned during meetings. We discussed ways in which you can improve your performance in these areas.

As your direct supervisor, I have put together and attached a detailed list of specific skills that need immediate improvement and how they will be evaluated.

Monitoring the Plan:

You will be provided with training and weekly feedback from me, as well as many opportunities to practice and improve your skills. Your proficiency in these skills will be re-evaluated and discussed in a meeting to take place by <X date>.

Expected Outcome:

* You need to meet all the listed performance expectations outlined in this document and minimum standards by <X date>.
* We will provide any reasonable support, and training assistance that you might require to achieve satisfactory performance.

Consequences:

* In order to retain your employment with <company>, significant and sustained improvement in your performance, as shown above, must be achieved immediately. Your work performance will be monitored regularly, with close attention from <X date> to <X date>. Failure to show immediate and sustained improvement may result in for disciplinary action, up to and including termination.

This performance improvement plan is not intended to be an employment contract and does not alter the employment-at-will relationship.

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| The job expectations and the consequences of not achieving them have been reviewed with me. My signature only confirms receipt; it does not imply agreement or disagreement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s Signature Date  I presented the job expectations and the consequences of not achieving them to the employee.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager’s Signature Date  I approve of the job expectations and consequences as presented in this document.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Second Level Manager’s Signature Date |  |  |  |
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