

**EMPLOYEE
PERFORMANCE IMPROVEMENT PLAN
Confidential**

TO: _____, _____

FROM: _____, _____

DATE: _____

RE: Performance Improvement Plan

During the course of your last performance evaluation, dated _____, it was determined that your work performance is below the acceptable standards expected of a _____. At the completion of the review of your last evaluation, areas requiring improvement were discussed with you. However, as of today, I have not observed any significant improvement in your work performance and work product. _____ values you as an employee and desires to see you fulfill your full potential.

Therefore, you are being placed on a _____ probation improvement period, where your work will be closely monitored and evaluated. The purpose and intent of this Performance Improvement Plan is to define areas of serious concern and/or deficiencies within your work performance, recap _____'s expectations, and provide you with the opportunity to demonstrate improvement and commitment.

Areas of Concern and/or Deficiency:

Previous Meetings/Discussions and Observations Made:

Improvement Goals:

- _____

If at any time during the probationary period you should encounter a concern or roadblock in achieving the above mentioned improvement goals, it shall be your responsibility to come to me, explain your issue and seek assistance to rectify the issue impeding your progress.

Throughout the duration of the probationary period, should you fail to make the necessary outlined improvements to your work performance, _____ may take one or more of the following corrective or disciplinary actions:

- Revise or extend current performance improvement plan
- Provide Verbal Warning
- Provide Written Warning
- Provide Letter of Expectations
- Extend Probationary Period
- Terminate Employment

Acknowledgement of Receipt:

By signing this document, I acknowledge the discussion with _____, _____, regarding the aforementioned performance issues and concerns and thus agree to participate in this Performance Improvement Plan.

(Employee Signature)

(Supervisor Signature)

(Date)

(Date)