



Performance Improvement Plan Template

Employee:
Role:
Manager:
Date Initiated:

Dear (NAME),

Effective (DATE), you are being placed on a Performance Improvement Plan (PIP) to address areas of concern raised by your manager and observed by Human Resources.

It is the purpose of a performance improvement plan to define our company's expectations, document clear instances of performance that do not meet these expectations and present you with a fair path to achieving high performance that will allow you to succeed at (COMPANY NAME).

Company expectations

[List expectations]

Areas of concern

[Bullet out clear, objective areas of concern, focusing on key observations. Explain how these areas of concern have led to poor results for coworkers or the company at large.]

Documentation

[List times that these previous issues have been raised to the employee. Include specifics, as well as the employee's previous responses and adjustments made. Additionally, include any previous coaching or resources provided to tackle the raised areas of concern.]

Action plan

[Bullet out the major elements of the performance improvement plan that the employee must meet in order to pass the PIP.]

Goals

[Bullet out small, easily measurable goals that the employee must meet that will help them meet the major goals previously outlined.]

Coaching and resources

[Provide detailed support available to the employee throughout the PIP.]

Schedule follow-ups

[Set a meeting schedule (once a week) along with major milestone check-ins (perhaps every 30 days) to go over progress with the employee.]

(Company Name) understands that a performance improvement plan is not something to undertake lightly and will offer you our full support so that you can succeed. We will meet (insert frequently) as stated above to provide coaching and measure your progress. Please understand that you are expected to make measurable progress throughout your time on the Performance Improvement Plan.

Once the duration of your Performance Improvement Plan is complete, we will meet to examine your progress and see if you have met the company expectations as we have outlined. Failure to meet the expectations outlined within this PIP will be grounds for disciplinary actions up to and including termination.

Please understand that we wish only for you to succeed in this role. If you have any questions, comments, or suggestions for us to help you complete this PIP, please do not hesitate to reach out.

Please sign to acknowledge receipt:

SIGNATURE



Performance Management that's Easy for Everyone

For performance improvement place, quarterly goals, continuous feedback and everything in between, PerformYard's #1 rated software offers flexible features for HR and creates a simple employee experience.

To learn how PerformYard can streamline and formalize your organization's performance management process.

- visit performyard.com/demo
- or call (888) 745-0761