To: [Employee Name]

From: [Manager’s Name]

Subject: Performance Improvement Plan [Enter Date]

The purpose of this letter is to emphasize the ongoing deficiencies in your conduct/performance in the [department name] and to confirm in writing our discussion on [date] regarding your performance at work. This letter hereby establishes my expectations outlined in a Performance Improvement Plan which should be commenced immediately. I have developed this plan as a corrective measure to assist you in bringing your performance level up to standard.

The PIP will be placed in your personnel file and will be the only written warning notice you will receive in this specific situation. Failure to correct your conduct/performance within the specified timeframe will lead to termination of employment/reassignment within the company.

To illustrate your failure to [insert performance issue] in the [department name], I have summarized below your performance deficiencies and the dates on which they occurred.

[List performance deficiencies and dates e.g. absenteeism, failure to meet targets, poor attitude etc.]

Corrective Action Required

[Provide a detailed description of the corrective action required]

You are hereby placed on a Performance Improvement Plan until [insert date/timeframe] and expected to adhere to the plan as stated above.

My supervisor has discussed the above performance improvement plan with me. I understand and acknowledge the contents and the potential consequences of non-compliance.

[Employee Name]

[Employee Signature] [Date]

[Supervisor Name]

[Supervisor Signature] [Date]