

To:

From:

Date:

Subject: Performance Improvement Plan (PIP)

During the past month [specify dates if available], it has become increasingly evident to your [team leader or supervisor] and me that you have not been performing your assigned work in accordance with what is expected of a[n] [job title]. On [dates of all counseling and verbal warning sessions], you were counseled about this unacceptable performance. To date, there has not been any significant improvement. (COMPANY) values you as an employee, and it is your supervisor's intent to make you fully aware of this situation and to assist you in improving your work performance. However, it is important that you realize the responsibility to improve is yours alone.

You are being placed on a written performance improvement plan. For the next [60 or 90] days, [date, 200\_\_] to [date, 2000\_\_], your work will be closely monitored by your supervisor. You must demonstrate immediate improvement in the following areas:

[BODY OF PLAN]

[Identify areas of improvement. Be specific about what needs to be improved. If possible, list objectives with specific deadlines on a separate sheet and attach it to the plan.]

[MONITORING THE PLAN]

[Name of the person(s) monitoring the plan] will review your progress on each of the above items requiring improvement every [day or week and time or review]. We trust that in so doing, we can guide you in becoming a contributing employee of (COMPANY).

[OR ELSE]

Improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time during the specified timeframe, disciplinary action to include separation from the company may occur. A decrease in performance after successfully completing the improvement plan may result in being dismissed from (COMPANY) without the issuance of another warning or improvement plan.

[EAP]

If personal problems affect your ability to meet the expectations of your position including the attendance policies please be aware the Employee Assistance Program is available to you as an employee. This is a confidential service; they can be reached at 1.800.

[CLOSING]

In addition, I recognize that you may have certain ideas to improve your performance. Therefore, I encourage you to provide your own Performance Improvement Plan Input and Suggestions. **[or we can require the employee to provide their own PIP].**

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As always, the Open Door Policy is available for you to discuss any concerns.

**Employee Acknowledgment**

I understand that (COMPANY) is an “at-will” employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that (COMPANY) is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the company’s standards of performance and conduct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative signature

\_\_\_\_\_  
Date

**Congratulations Letter for Employee that meets the PIP**

Congratulations. You have met the objectives detailed in your Performance Improvement Plan. These objectives must be maintained, or disciplinary action up to and including termination from the company may occur without the issuance of another warning or performance improvement plan.

I have received a copy of this notification and I understand that if I do not maintain my performance, I may be subject to disciplinary action or terminated from the company.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date



**Letter to Employee who has not met the PIP**

Unfortunately, you have not met the areas of improvement that were listed in your Performance Improvement Plan. Therefore, we must terminate your employment relationship with (Company Name) effective immediately. [or, if we don't want to terminate the employee], "We will give you an additional 30 days, [date to date] to immediately improve your performance as stated in your Performance Improvement Plan. If you do not show significant improvement by the end of the 30 day period, your employment with (Company Name) will end.

I have received a copy of this notification and I understand that if I do not meet the terms indicated in my Performance Improvement Plan by [date] , my employment with (Company Name) will end.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date