



Sample Performance Improvement Plan

To: CC: Human Resources
From:
Date:
Re: Performance Improvement Plan

[EMPLOYEE NAME], there are several issues that need to be addressed regarding your performance. It is important that you understand the significance of these issues and know where improvement is needed. The items outlined below are concerns that we have discussed starting as far back as [DATE] and as recently as [DATE]. As your manager, I want to assist you in correcting these issues.

I first want to recognize that you are a valuable contributor with strong [SPECIFIC] skills that we need and want here at [COMPANY]. However the following areas have continued to be a problem over the last several months and need immediate and sustained improvement:

1. **Timeliness and accuracy**

In your role it is critical that your work is complete, on time and accurate. Over the past few months we have discussed several items that have been incomplete, turned in late, or have contained numerous inaccuracies. This results in rework, others having to re-do work on your behalf and missed deadlines. Going forward I expect all of your work to be on time, complete and accurate.

2. [AREA OF CONCERN]

[GENERAL EXPECTATION]
[CURRENT EMPLOYEE BEHAVIOR]
[IMPACT OF THIS CURRENT BEHAVIOR]
[EXPECTATION GOING FORWARD]

3. [AREA OF CONCERN]

[GENERAL EXPECTATION]
[CURRENT EMPLOYEE BEHAVIOR]
[IMPACT OF THIS CURRENT BEHAVIOR]
[EXPECTATION GOING FORWARD]

Over the next [30 – 90] days, you will need to:

1. Consistently submit work that is complete, on time and accurate. In cases where you feel you cannot meet a deadline or achieve the expected level of quality, I ask that you let me know in advance with your recommendations for a solution or alternative.
2. [BEHAVIOR/METRIC]
3. [BEHAVIOR/METRIC]

Over this period we will check in periodically to discuss your performance successes and challenges and evaluate next steps.

As your manager, I truly want you to succeed and would like to help you to do so. I do need to clearly communicate to you, though, that if you do not show immediate and sustained improvement in these areas, through and beyond [30 – 90 day DATE] action may be taken, up to and including termination. To assist you in your efforts, please feel free to use me as a resource, as well as Human Resources.

I have read and understand the information in this performance plan

Name _____

Date: _____

Delivered on: _____

By: _____