



Performance Improvement Plan

To: [Employee's name]
From: [Manager's name]
Date: _____
RE: Performance Improvement Plan
CC: HR Rep., Supervisor/Manager's Manager, [Employee's name] Personnel File

The purpose of this memo is to summarize your current job performance problems and to provide you a performance improvement plan.

I. Performance Problems

Your performance in the following areas is unsatisfactory and therefore you must make immediate and sustained improvements in each of these areas:

[Manager should briefly explain each performance item and give recent examples illustrating the performance problem.]

Initiative
Communication
Judgment
Productivity
Quality of Work
Relationships with co-workers/management/customers
Attendance/Tardiness

II. Performance Objective

To assist you in improving your performance in these areas, I am providing the following performance objective that shall be effective immediately. You need to fully achieve each of these objectives to my satisfaction:

[List SMART (Specific, Measurable, Achievable, Relevant, Time Bound) goals here. Include milestone dates, where applicable. As some employees are able to rally for short periods of time, it is recommended that you include several objectives over a sufficient period of time to ascertain if the employee's improvement can be sustained. Depending on the department, the employee's specific job functions and other factors, this time frame may vary significantly.]

[It is suggested that manager(s) add the following three items, but it is in the manager's discretion whether to do so:]

1. Until further notice, we will have weekly one-on-one meetings every [WEEKDAY] at [TIME]. The purpose of these meetings will be to review your performance and provide you with performance feedback. Come prepared to discuss and review



the week's objectives and your performance toward meeting these objectives. You are expected to bring your [STATUS REPORTS OR OTHER DOCUMENTATION] with you to these meetings.

2. It will be your responsibility to communicate the status of your projects to me as needed between these one-on-one sessions.
3. You must complete all other job responsibilities as assigned in a timely and satisfactory manner.

If you do not fully meet your performance objectives and demonstrate sustained improved performance to my satisfaction, your employment with the Company will be terminated. Nothing in this memo creates a guarantee of employment with the Company for a specific period of time or in any way modifies your at-will employment relationship with the Company. Both you and the Company continue to have the right to terminate your employment at any time for any reason, with or without cause.

Manager's Signature: _____

Acknowledgment:

I have received and read this Performance Improvement Plan.

Signature of Employee

Date