

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Plan (PIP) - Workplace Policy Violation

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) following your recent violation of company policy. The purpose of this plan is to address specific behavioral concerns and outline the expectations required for your continued employment with [Company Name].

1. Description of Policy Violation:

On [Date], the following incident occurred: [Insert detailed description of the violation]. This action is a direct violation of [Policy Name/Section Number] found in the Employee Handbook.

2. Areas for Improvement:

- Immediate and sustained compliance with all company policies and procedures.
- [Insert specific behavioral change required, e.g., professional communication].
- [Insert specific behavioral change required, e.g., adherence to safety protocols].

3. Action Plan:

- Review the [Company Name] Employee Handbook by [Date].
- Complete [Training Module Name] by [Date].
- Attend weekly check-in meetings with [Manager Name] for the next [Number] days.

4. Timeline:

This PIP is effective immediately and will last for a period of [30/60/90] days, ending on [End Date]. Your progress will be reviewed on a regular basis throughout this period.

5. Consequences of Failure to Improve:

Failure to show immediate and consistent improvement, or any further violation of company policy during this period, may result in further disciplinary action, up to and including termination of employment.

6. Signatures:

By signing below, you acknowledge that you have received this plan and understand the expectations set forth.

Employee Signature / Date

Manager Signature / Date