

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Notice of Behavioral Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as formal notice that you are being placed on a Behavioral Performance Improvement Plan (PIP), effective immediately. This plan is designed to address specific behavioral concerns that have been observed regarding your professional conduct in the workplace.

1. Areas of Concern:

[Insert detailed description of the behavior, including specific examples and dates where applicable.]

2. Impact on Team/Company:

[Explain how this behavior affects productivity, team morale, or company operations.]

3. Required Improvements:

[List the specific behavioral changes and professional standards expected during the PIP period.]

4. Support and Resources:

[Detail any training, mentorship, or resources available to assist the employee.]

5. Timeline and Review:

This PIP will last for a period of [Number] days, ending on [End Date]. We will meet on a [Weekly/Bi-weekly] basis to review your progress. The first follow-up meeting is scheduled for [Date/Time].

6. Consequences:

Please be advised that failure to show immediate and sustained improvement in the areas outlined above may result in further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed in your role and look forward to seeing positive changes in your professional conduct.

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the expectations and consequences outlined within the Performance Improvement Plan.

[Employee Signature]

[Date]