

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Performance Improvement Plan (PIP) - Misuse of Company Property

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) following our meeting on [Date]. This plan is being implemented due to documented misuse of company property, specifically: [Description of property and incident].

### **1. Description of the Issue:**

It has been determined that your use of [Specific Property, e.g., vehicle, laptop, software] violated company policy [Policy Number/Name]. Specifically: [Provide details of the violation].

### **2. Required Improvements:**

- Immediate cessation of unauthorized use of company property.
- Strict adherence to the [Company Name] Equipment Use Policy.
- [Additional specific requirement].

### **3. Support and Resources:**

The company will provide the following to assist you: [Review of policy, additional training, etc.].

### **4. Timeline and Monitoring:**

This PIP is effective immediately and will last for [Number] days. We will meet on [Dates] to review your progress. Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

### **5. Acknowledgement:**

I acknowledge that I have received this Performance Improvement Plan and understand the expectations outlined above.

---

Employee Signature

---

Date

Manager Signature

---