

Subject: Performance Improvement Plan (PIP) Expectations

Dear [Employee Name],

This letter serves to formally outline the expectations regarding your performance improvement period, effective from [Start Date] to [End Date]. This Performance Improvement Plan (PIP) is designed to provide you with the necessary support and feedback to meet the requirements of your role as [Job Title].

Areas for Improvement:

- [Specific area 1, e.g., Quality of Work]
- [Specific area 2, e.g., Meeting Deadlines]
- [Specific area 3, e.g., Communication Skills]

Specific Expectations and Goals:

- [Goal 1: Measurable objective]
- [Goal 2: Measurable objective]
- [Goal 3: Measurable objective]

Support and Resources:

To assist you in achieving these goals, the company will provide [Resource/Training/Mentorship]. We will also meet on a [Weekly/Bi-weekly] basis to review your progress and address any concerns.

Consequences of Non-Improvement:

Success in this PIP requires immediate and sustained improvement in the areas mentioned above. Failure to meet the expectations outlined in this plan may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment:

Employee Signature: _____ Date: _____