

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Plan (PIP) Expectation Outline

Dear [Employee Name],

This letter serves as a formal outline of the expectations regarding your performance improvement plan, effective [Start Date] through [End Date]. The purpose of this plan is to provide you with a structured opportunity to address specific performance concerns and reach the required standards of your role.

1. Areas for Improvement:

- [Describe specific performance issue or behavior]
- [Describe specific performance issue or behavior]

2. Performance Expectations and Goals:

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

3. Support and Resources:

To assist you in meeting these goals, the company will provide: [List training, mentorship, or tools]. We will also hold weekly check-in meetings every [Day of the week] at [Time] to review progress.

4. Timeline and Consequences:

Your progress will be evaluated on [Date]. Failure to demonstrate immediate and sustained improvement in the areas outlined above may result in further disciplinary action, up to and including termination of employment.

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

Employee Signature

Date

Manager Signature
