

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Plan (PIP) Action Strategy

Dear [Employee Name],

This letter outlines the formal Performance Improvement Plan (PIP) designed to help you improve your performance in the role of [Job Title]. This plan follows our recent discussion regarding areas where your performance has not met company standards.

1. Areas for Improvement:

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

2. Action Strategy and Goals:

- **Goal 1:** [Specific, Measurable Goal]. **Action:** [Specific steps to take].
- **Goal 2:** [Specific, Measurable Goal]. **Action:** [Specific steps to take].

3. Support and Resources:

To assist you in achieving these goals, the company will provide: [List training, mentorship, or tools].

4. Timeline and Review Schedule:

This PIP will last for [Number] days, effective immediately. We will meet on the following dates to review your progress:

- [Date of first check-in]
- [Date of second check-in]
- [Final Review Date]

5. Expected Outcomes:

Successful completion of this plan requires meeting all the goals listed above. Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

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

[Employee Signature]

[Date]

[Manager Signature]

[Date]