

Date of Meeting

Employee Name

This letter serves as a recap to our meeting on, Date.

As discussed, your performance has been below expectation in terms of list of reasons. Therefore, we have decided to place you on a performance improvement plan. This plan is designed to help you succeed in your role.

This action plan has been developed with you to address the following areas of concern in your performance:

1. Manager’s concern #1
2. Manager’s concern #2
3. Manager’s concern #3

Within the next # (usually 30, 60, or 90) days, starting today, Date of meeting, we will need to see improvements in your performance. Our expectations are outlined below:

1. Manager expectation #1
2. Manager expectation #2
3. Manager expectation #3

Employee Name has made additional commitments and actions that they will take to ensure the success and improvement of their performance.

* Employee commitment #1
* Employee commitment #2
* Employee commitment #3

To assist you to succeed, I will be meeting with you once a week on Date and time to ensure that you are on track with the expectations outlined above and consistently supported and set up for success. During these meetings, we will review any issues reported during the previous week to ensure that the appropriate steps were taken before and after the issue.

Should you fail to meet the expectations of your role as well as the expectations set out above by the end of the # days period, Date, you will be subject to further action up to and possibly including termination.

Employee First Name, we are here to support and help you succeed. We know we can count on you to improve your performance.

Regards

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Manager Name Manager’s Direct Manager Name

Manager Title Title

Cc: HR Business Partner Name (if applicable)

Your signature indicates that you have read this letter, have received the opportunity to review the expectations and provide input above and additional feedback in writing below, and that it has been discussed with you.

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Employee Name Date

Additional notes and feedback by Employee Name: