

Performance Improvement Plan

Confidential

Employee:	Position:
Company Name and Code:	
Supervisor:	
Today's Date:	Date of Follow-Up Meeting:

Based on concerns regarding your performance, you are being placed on a written improvement plan. The purpose of this Performance Improvement Plan (PIP) is to address concerns with your job performance, to confirm **the Company's** expectations and to allow you to collaborate in planning and goal-setting to improve performance deficiencies or behavioral issues.

Summary of Concerns

There are concerns about your ability to meet certain company expectations. These deficiencies include:

Improvement Goals

Resources and Support

The Company has the following resources and support available for you during this time:

This organization continues to implement the Open-Door Policy, so that it is available for you to discuss any concerns that you may have regarding this process.

Schedule (Timeline) for Improvement

The company will review your progress on each of the performance goals on a **regular basis**.

The PIP does not alter the employment-at-will relationship.

Failure to show improvement in performance for the duration of the PIP, or failure to sustain improvement after successful completion of the PIP, may result in disciplinary action up to and including termination of employment.

Employee Comments and contributions to this PIP

Signatures

Print Employee Name: _____

Date: _____

Employee Signature: _____

Print Supervisor Name: _____

Date: _____

Supervisor/Manager Signature: _____