**Sample Performance Improvement Plan**

**Performance Improvement Plan (PIP) Confidential**

**Name & Position –**

**Leader & Department –**

**Date –**

This Performance Improvement Plan (PIP) aims to define areas of concern and gaps in your work performance, reiterate the expectations of xxx, and allow you the opportunity to demonstrate improvement and commitment.

**Areas of Concern:**

|  |
| --- |
| 1.  2.  3. |

**Observations, Previous Discussions or Counseling:**

|  |
| --- |
| While previous informal discussions have taken place, this will serve as our first official document of your performance and the need for immediate and sustained improvement. |

**Improvement Goals:** These are the goals related to areas of concern to be improved and addressed:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

**Follow-up Updates**: You will receive feedback on your progress according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Scheduled** | **Activity** | **Conducted By** | **Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Timeline for Improvement, Consequences & Expectations:**

**Signatures:**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_