

# Performance Improvement Plan (PIP)

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Formal Notice Under Progressive Discipline

Employee Name:

Job Title:

Department:

Supervisor:

Date Initiated:

Review Date(s):

Final Review Date:

## Purpose of This Plan

This Performance Improvement Plan is a formal part of the progressive disciplinary process. It is intended to clearly identify performance concerns, define expectations moving forward, and provide support and structure to help the employee meet required performance standards.

## Reason for the Plan

Area of Concern	Description	Date(s)/Examples
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## Performance Expectations

## Timeline & Monitoring

This plan will be in effect for [X] days/weeks from the date initiated. Progress will be reviewed on the following dates:

Review Date	Notes/Progress Summary
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## Support and Resources Provided

The organization will provide reasonable support to help the employee succeed in meeting expectations, including:

- Regular check-in meetings with supervisor
- Clarification of duties and timelines
- Access to coaching, mentoring, or training (as applicable)

## Consequences of Not Meeting Expectations

Failure to meet the expectations outlined in this plan may result in further disciplinary action, up to and including termination of employment.

## Employee Comments (Optional):

## Signatures

This document reflects a formal step in the disciplinary process. By signing, the parties acknowledge that the plan has been reviewed and discussed.

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_