

Performance Improvement Plan (PIP)

Formal Notice Under Progressive Discipline

Employee Name: _____

Supervisor: _____

Date Initiated: _____

Review Date(s): _____

Final Review Date: _____

Purpose of This Plan

This Performance Improvement Plan is a formal step in the progressive disciplinary process. Its purpose is to:

- Clearly identify specific performance concerns
- Define the performance expectations going forward
- Provide structure, support, and resources to help the employee meet required standards

Reason for the Plan

Area of Concern	Description	Date(s)/Example(s)

Performance Expectations

1. _____
2. _____
3. _____

Timeline & Monitoring

This plan will be in effect for [X] days/weeks from the date initiated.

Progress will be reviewed on the dates below:

Review Date	Notes / Progress Summary

Support & Resources Provided

- Regular check-in meetings with supervisor (e.g., weekly)
- Clarification of duties, priorities, and deadlines

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- Access to coaching, mentoring, or training (as applicable)
- Other: _____

Consequences of Not Meeting Expectations

If performance expectations outlined in this plan are not met within the specified timeframe, further disciplinary action will be taken, up to and including termination of employment.

Employee Comments (Optional):

Acknowledgment of Receipt & Discussion

By signing below, all parties acknowledge that this plan has been reviewed and discussed. Signing does not necessarily indicate agreement with the contents.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

HR Representative: _____

Date: _____