



PERFORMANCE IMPROVEMENT PLAN MEMORANDUM

LETTER OF REPRIMAND TEMPLATE

Date:
To:
From:
Subject: Performance Improvement Plan

Dear [Employee]:

Since you joined [Company] on [date], I have spoken with you on multiple occasions about [issue(s)]. [List specific examples of when reprimanded with dates].

The following performance improvement plan is designed to clarify performance expectations in your position. Your performance in the following area(s) does not meet expectations:

- **[Specific area]: [Details]**

For the next six months, beginning [date] to [date], you will be on a Performance Improvement Plan (PIP). I will review your progress in improving your [specific area].

Your objectives are:

- **[Specific area]:** [How employee is measurably expected to improve, e.g., arrive on time, work collaboratively, meet deadlines].

To assist you in reaching these performance objectives described in the PIP, you will meet with me on a bi-weekly basis to provide you coaching and feedback on your progress in the areas detailed above between [date] and [date].

Improvement must occur within the next two months and be sustained. If any portion of the improvement plan is not achieved during this time period, appropriate action may occur such as discipline up to and including termination. This PIP does not affect your at-will employment status. [Company] and the employee are permitted to end the employment relationship at any time, for any reason, with or without cause or notice. In addition, a decrease in performance after successfully completing the improvement plan may result in placing you back on a PIP or taking disciplinary appropriate action up to and including termination.

As always, I am available for you to discuss the PIP any concerns you may have. A copy of this document will be placed in your personnel file.

Your signature acknowledges that you have been given the information and understand the content listed in this document.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____