<Insert Your Agency’s Logo>

**Performance Improvement Plan (PIP)**

For: **<Employee Name>, <Employee Title>**

From: <Your Name>, <Your Title>

Date: <Today’s Date>

You are receiving this plan based on performance concerns. This plan gives you an opportunity to constructively address the concerns. If you do not make adequate progress or we identify further concerns, we may terminate your employment at <Agency Name>.

**Concern(s):**

|  |
| --- |
| <Describe the concern(s). Be specific. If you reference a pattern, give examples.> |

**Why This is A Problem:**

|  |
| --- |
| <Describe why it’s a problem. Focus on business impacts of their behavior. If you can’t describe a business impact, you probably shouldn’t be issuing a PIP.> |

**Timeline & Milestones to Resolve the Matter:**

|  |
| --- |
| <Describe what they need to do, and by when. If you’re struggling to quantify the improvement you expect, you probably shouldn’t be issuing a PIP. For timeline, I recommend somewhere between 2 weeks and 2 months. People need enough time to make changes, but don’t give them forever.> |

**Employee Confirmation of Receipt:**

This does not necessarily indicate you agree with the concerns we identified. But your continued employment here depends, in part, on your following the Performance Improvement Plan (PIP).

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Employee Signature Date