**Performance Improvement Plan (PIP) Template**

[Employee name]

[Employee role/title]

[Employee department]

[Date]

**Reason for improvement plan**

The purpose of this performance improvement plan (PIP) is to define issues in your work performance, clarify expectations of the role and give you an opportunity to address these concerns and remain in good standing at [Company name].

**Performance improvement plan**

As discussed with your supervisor, this document serves to provide you with a plan to correct your performance in the following areas:

* Issue #1: You are expected to [company expectation].
	+ [Explanation of how the employee failed to meet this expectation]
* Issue #2: You are expected to [company expectation].
	+ [Explanation of how the employee failed to meet this expectation]
* Issue #3: You are expected to [company expectation].
	+ [Explanation of how the employee failed to meet this expectation]

**Action items to correct performance**

To correct performance, you must complete the following activities within [timeline (e.g., 30, 60, 90 days)]:

* [Specific improvement goal]
* [Specific improvement goal]
* [Specific improvement goal]

By following this action plan, we are confident you will be able to improve performance and meet the expectations of [Company name].

If you are unable to meet [expectation] by [deadline], you will be subject to disciplinary action up to, and including, termination.

[Signatures]