performance IMPROVEMENT PLAN

Employee Name: Hire Date:

Violation Date(s):

You are being placed on a Performance Improvement Plan. For the next 30 days, your work will be closely monitored by your supervisor. You must demonstrate improvement in the following areas:

1. Describe performance problems or work-related behaviors that require improvement. Include details regarding specific incidents or infractions.

2. Describe work requirements necessary to correct the problems or behaviors.

To correct the problems or behaviors listed above, you must immediately and continuously perform as described in this section.

3. Employee’s plan of action to correct the problems or behaviors.

You are to follow the direction provided in this document. You are to discuss concerns with your supervisor and/or manager. You will be allowed to supply input to this section.

4. Supervisor’s plan of action:

Your performance must improve immediately and must be maintained. Your supervisor will periodically monitor your progress against this Performance Improvement Plan and provide feedback. Failure to comply with these requirements, your job responsibilities, and/or all company rules and policies will result in further disciplinary action, up to and including termination.

*I have received and read this notification.*

Date Signature of Appraising Supervisor/Manager

Date Signature of Employee

*Copy to employee and manager/supervisor. Forward original to Human Resources Department, to be placed in personnel file.*