**PERFORMANCE IMPROVEMENT PLAN MEMO**

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# Previously addressed issues

Provide details of any previously addressed issues, the context, and the outcome of discussions or training.

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# IMPROVEMENT GOALS and activities

Provide specific goals as they relate to areas of concern to be addressed and improved upon and activities designed to achieve the set goals.

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# expected results

Provide details of desired outcomes and measurements of success where applicable.

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# TIMELINE FOR IMPROVEMENT, CONSEQUENcES, AND EXPECTATIONS

Provide a schedule for progress assessment and a summary of any stipulations placed upon the performance improvement plan, consequences of insufficient effort, and any legal concerns, such as confidentiality as related to this document.

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# SIGNATURES

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE |
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| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE |
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