Date: 03 August 2017

Name: 75342\_FS

KIN: Khushboo Gupta,

Dear Khushboo,

This letter is further to our detailed discussion with reference to your performance. Your performance has been monitored closely by your supervisor during the past few months. While you have been working in this direction we would like to however highlight that your current performance is still not meeting the minimum expectations for your current designation and role (Refer to the Performance Report attachment).we hence see the need for you to undergo a formal Performance Improvement Plan for a period of 60 days. Under this program, you will be assigned specific tasks and your progress will be monitored closely.

We hope that this plan will enable you to raise your performance above acceptable limits. To review your progress, following meetings have been scheduled at regular intervals:

* Interim Review Meetings with reviewer: Every 15 days from the day of PIP Initiation.
* Final Review Meeting with reviewer & People Partner: Within 7 days of the final day of the PIP.

Please be advised that the organization is allowing duration of 60 days to achieve acceptable levels of performance failing which the organization will let you go. However, if there is no significant improvement shown in the initial reviews, then the plan may be concluded at an earlier date though not later than 30 days from the start of the PIP.

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Please find attached the Performance Improvement Plan outlining the details.

**Performance Improvement Plan**

**The Performance Improvement Plan Outlines areas of improvement and development needs as identified by your supervisor**

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| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| **Employee Name:** | Khushboo Gupta | **Designation:** | **SE** |
| **Date of Joining** |  | **Manager:** |  |
| **Reviewer Name:** | Atul Ohol | | |

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| --- | --- | --- |
| **Area of Improvement** | **Expected Outcome/ Measurement** | **Completion date** |
| KPI of Utilization not getting met | Getting onto a billable role – current skill or trained skill | 60 days |
| Need to up/reskill : Informatica | Assessment at end of the 4 weeks | 60 days |
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Supervisor is expected to fill the review comments as per the defined review dates in below format and submit the final copy on completion of the PIP to the people partner

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No** | **Review Dates** | **PIP Progress Status**  **( met/not met/ partially met)** | **Details on PIP Progress** |
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Wishing you all the best in your endeavor in achieving your objectives.

For Capgemini India Pvt. Ltd.

**Authorised Signatory**

**People Process – Team**

I have read the contents of this document and accept the feedback given in the performance report and agree to work upon the expectations. I hereby also confirm having received my original copy of this letter.

Name: Signature:

Date: Location: