***[Organization Logo]***

Address, City, State, Zip Code Phone XXX.XXX.XXXX / Fax XXX.XXX.XXXX

**[Organization Name] Performance Improvement Plan (PIP)**

**Date:** XX/XX/20XX

**To:**

**From:**

**Subject: Performance Improvement Plan**

This memo outlines a Performance Improvement Plan (PIP) designed to help you meet the expected performance standards for your role as [Position Name] for the [Organization Name]. The areas identified below require immediate improvement to ensure your continued success in this position.

**Areas of Concern**

**Concern Summary #1:**

* **Issue:** *Provide a clear and concise description of the performance or behavioral concern. Be specific about what the issue is, when it occurred, and how it has impacted work performance, team dynamics, or organizational goals. Avoid vague language and focus on observable behaviors or outcomes.*
* **Expectation:** *Clearly outline the expected level of performance or behavior. Describe the standard the employee must meet, including measurable goals, deadlines, or specific actions required for improvement. Ensure expectations are realistic, achievable, and aligned with job responsibilities.*

**Concern Summary #2:**

* **Issue:** *Provide a clear and concise description of the performance or behavioral concern. Be specific about what the issue is, when it occurred, and how it has impacted work performance, team dynamics, or organizational goals. Avoid vague language and focus on observable behaviors or outcomes.*
* **Expectation:** *Clearly outline the expected level of performance or behavior. Describe the standard the employee must meet, including measurable goals, deadlines, or specific actions required for improvement. Ensure expectations are realistic, achievable, and aligned with job responsibilities.*

**Concern Summary #3:**

* **Issue:** *Provide a clear and concise description of the performance or behavioral concern. Be specific about what the issue is, when it occurred, and how it has impacted work performance, team dynamics, or organizational goals. Avoid vague language and focus on observable behaviors or outcomes.*
* **Expectation:** *Clearly outline the expected level of performance or behavior. Describe the standard the employee must meet, including measurable goals, deadlines, or specific actions required for improvement. Ensure expectations are realistic, achievable, and aligned with job responsibilities.*

**Goals and Objectives**

The following goals and objectives have been established to address the performance concerns. Each goal should be completed within the designated timeframes, and regular progress checks will be scheduled.

**Goal 1: High Level Summary Detailed Here**

***Objective:*** *Clearly define the specific goal the employee needs to achieve to address the identified issue. The objective should be measurable, relevant to the role, and focused on improvement. Avoid vague language and ensure the goal directly aligns with performance expectations.*

***Deadline:*** *Specify the timeframe in which the employee must demonstrate improvement or complete the objective. Deadlines should be realistic and provide enough time for meaningful progress while maintaining accountability.*

***Support:*** *Outline the resources, training, or assistance available to help the employee meet the objective. This may include coaching, mentorship, additional training, or access to specific tools. Clearly state how the organization will support the employee’s improvement efforts.*

**Goal 2: High Level Summary Detailed Here**

***Objective:*** *Clearly define the specific goal the employee needs to achieve to address the identified issue. The objective should be measurable, relevant to the role, and focused on improvement. Avoid vague language and ensure the goal directly aligns with performance expectations.*

***Deadline:*** *Specify the timeframe in which the employee must demonstrate improvement or complete the objective. Deadlines should be realistic and provide enough time for meaningful progress while maintaining accountability.*

***Support:*** *Outline the resources, training, or assistance available to help the employee meet the objective. This may include coaching, mentorship, additional training, or access to specific tools. Clearly state how the organization will support the employee’s improvement efforts.*

**Goal 3: High Level Summary Detailed Here**

***Objective:*** *Clearly define the specific goal the employee needs to achieve to address the identified issue. The objective should be measurable, relevant to the role, and focused on improvement. Avoid vague language and ensure the goal directly aligns with performance expectations.*

***Deadline:*** *Specify the timeframe in which the employee must demonstrate improvement or complete the objective. Deadlines should be realistic and provide enough time for meaningful progress while maintaining accountability.*

***Support:*** *Outline the resources, training, or assistance available to help the employee meet the objective. This may include coaching, mentorship, additional training, or access to specific tools. Clearly state how the organization will support the employee’s improvement efforts.*

**Expectations Moving Forward**

You are expected to make measurable progress toward these objectives. The following timeline has been set for reviewing your performance:

**Check-In Meeting 1: XX/XX/20XX**

Review progress on goals and provide feedback.

**Consequences of Non-Improvement**

Failure to meet the goals and objectives outlined in this plan by the specified deadlines may result in further disciplinary action, including termination of employment, following a progressive disciplinary process. You are encouraged to take this opportunity seriously and use the resources provided to achieve the necessary improvements. This PIP is designed to help you succeed, but failure to follow through on the outlined expectations will result in progressive disciplinary measures as outlined in the [Organization Name] Employee Handbook.

**Support Available**

To assist you in achieving these goals, the following resources are available:

|  |  |
| --- | --- |
| **Internal Resources** | **External Resources** |
| |  | | --- | | One-on-one guidance from the employee’s direct supervisor |  |  | | --- | |  | | Access to relevant professional development courses (e.g., LinkedIn Learning, Coursera) |
| |  |  |  | | --- | --- | --- | | |  | | --- | | Pairing with a senior employee for guidance and development |  |  | | --- | |  | | | |  | | --- | | Confidential support services (e.g., stress management, career counseling) | |
| |  | | --- | | Internal workshops or job-specific training |  |  | | --- | |  | | External events focused on industry best practices |
| |  | | --- | | Regular check-ins and progress assessments | | |  | | --- | | Third-party coaching or career development services | |
| |  | | --- | | Access to workplace policies and best practices |  |  | | --- | |  | | |  | | --- | | Programs to obtain job-related certifications |  |  | | --- | |  | |
| |  | | --- | |  |  |  | | --- | |  | |  |

**Employee Acknowledgment**

Please sign below to acknowledge receipt of this PIP. Your signature indicates that you understand the performance expectations and agree to work towards achieving the outlined goals.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review and Next Steps**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Date** | **Reviewed By** | **Progress Summary** | **Next Steps** | **Action Taken** |
|  |  | ☐ Goals Met ☐ Partial Progress ☐ No Progress | ☐ Continue PIP ☐ Revise Goals ☐ Close PIP ☐ Escalate to Disciplinary Action | ☐ Action Completed ☐ Additional Review Needed |
|  |  | ☐ Goals Met ☐ Partial Progress ☐ No Progress | ☐ Continue PIP ☐ Revise Goals ☐ Close PIP ☐ Escalate to Disciplinary Action | ☐ Action Completed ☐ Additional Review Needed |