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Performance improvement plan example

Some companies choose to use a standard template for performance improvement plans. Others use a customized document for each PIP they administer. If you'd like to implement a standard PIP, or if you'd like help structuring your own, here is an example you can use for guidance:

[Employee name]

[Employee title and department]

[Employer name/department contact]

[Date]

Explanation of Improvement Plan

This Performance Improvement Plan (PIP) is intended to address issues in the performance of your work duties. This document will clarify the expectations of your role, resources available to help you meet them, and consequences in the event of continued performance problems. Addressing these issues will allow you to remain in good standing at [company.] Note that our mission is to [company objectives]. Employee underperformance can [explain broad effects of underperformance].

Improvement Plan Details

Here are areas in which we've observed performance issues, and the dates when your supervisor discussed those challenges with you:

- [Performance issue #1, with explanation and attempt to address]
- [Performance issue #2, with explanation and attempt to address]
- [Performance issue #3, with explanation and attempt to address]
- (Include as many examples as necessary or relevant)

Performance Improvement Plan Goals

At this time, you must accomplish the following goals in order to remain in good standing with [company] within [timeline]:

- First specific improvement goal
- Second specific improvement goal
- Third specific improvement goal



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- (include as many as needed and relevant to meet company standard)

Resources To Improve Performance

To support you in reaching these performance goals, [company] will provide the following resources:

- Resource #1
- Resources #2
- Resource #3
- (Include as many as necessary and helpful to improve employee performance)

Consequences for Continued Performance Problems

Employee underperformance can affect our company by [reiterate effects of employee underperformance]. As a result, we must take action if the above goals aren't met within [specified time frame]. Consequences for continued performance issues will be:

- Consequence #1
- Consequence #2
- Consequence #3
- (include as many as relevant for the circumstances)

Employee signature

[space for employee to sign]

Date

[space for today's date]

Employer signature

[space for employer to sign]

Date

[space for today's date]

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