HR STUDIO GROUP, LLC

PERFORMANCE IMPROVEMENT PLAN

TO: Employee Name

FROM: Supervisor/Manager

DATE: DATE

SUBJECT: PERFORMANCE IMPROVEMENT

During the past month (SPECIFY DATES), it has become increasingly evident to me that you have not been performing your assigned work in accordance with what is expected of a/an (JOB TITLE). On (LIST DATE OR DATES), we discussed your unacceptable work performance and, to date, there has been no significant improvement. We value you as an employee, and it is my intent to make you fully aware of this situation and to assist you in improving your work performance. However, it is imperative that you realize the responsibility to improve is yours alone.

You are being placed on a written Performance Improvement Plan, effective immediately. For the next (30, 60, or 90) days, from (DATE) to (DATE), I will be closely monitoring your work. You must demonstrate immediate improvement in the following areas:

(LIST SPECIFIC WORK THAT NEEDS TO BE IMPROVED, HOW IT SHOULD BE IMPROVED, AND THE TIMELINE.)

Specific Work Requiring Improvement	Desired Results	Timeline

I will be monitoring this plan and will review your progress on each of the above items requiring improvement every (DAY, WEEK, MONTH). We trust that by doing so you will become a contributing employee.

Noticeable improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time, disciplinary action, which may include employment termination, will occur. A decrease in performance after successfully completing the improvement plan may result in termination of employment without the issuance of another warning or improvement plan.

Please be aware that our Open Door Process is available to you should you wish to discuss any work-related concerns.

Your signature acknowledges this discussion and your agreement to following the plan as outlined.

Employee Comments

_____

Employee Date

_____

Manager Date

_____

Witness Date