# Steps to Improve an Employee's Performance

**To:**

**From:**

**Date:**

**Subject:** Performance Improvement Plan (PIP)

This memo is to notify you that your performance is not acceptable for the following reasons:

1.

2.

3.

4.

You were given a verbal warning about your performance. This written warning shall serve as notice that the following actions must be taken:

1.

2.

3.

4.

This plan will be in effect for the next 60 days. There must be immediate and sustained improvement, or further action up to and including termination may occur.

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Supervisor’s Signature Date

I have received a copy of this memo on the date below:

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Employee’s Signature Date