

Performance Improvement Plan (PIP)

PERFORMANCE IMPROVEMENT PLAN (PIP)

Confidential — retain in personnel file

- **Employee:** [EMPLOYEE NAME] | **Job title:** [JOB TITLE] | **Department:** [DEPARTMENT]
- **Manager:** [MANAGER NAME]
- **PIP period:** [START DATE] through [END DATE] ([30/60/90] days)
- **Review meetings:** [DATES]

1. Performance concerns

Describe specific, observable gaps with dates and examples. Attach prior feedback where relevant.

[CONCERN 1 — e.g. Missed Q2 quota by 35%; three client escalations in June (6/4, 6/11, 6/19)]

[CONCERN 2]

2. Expected standard

[Describe the clearly defined standard for the role — what "meeting expectations" looks like in measurable terms.]

3. Improvement goals

- **30-day goal:** [MEASURABLE GOAL, e.g. Close 8 qualified opportunities; zero undocumented absences]
- **60-day goal:** [MEASURABLE GOAL]
- **90-day goal:** [MEASURABLE GOAL]

4. Support the company will provide

- [e.g. Weekly 1:1 coaching with manager; sales methodology training by (date); assigned mentor: NAME]

5. Check-in schedule

- Progress reviews on: [DATES]. Either party may request additional check-ins.

6. Consequences

Failure to meet the goals above within the PIP period may result in further disciplinary action, up to and including termination of employment. Successful completion does not alter at-will employment status or guarantee any specific duration of employment.

Acknowledgment

My signature confirms I received and discussed this plan. It does not necessarily indicate agreement.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

HR witness: _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/performance-improvement-plan>).