



INTEROFFICE MEMORANDUM

TO:

FROM:

DATE:

RE: PERFORMANCE IMPROVEMENT PLAN

During the past [specify dates], it has become increasingly evident to me that [your work performance...] [your attendance ...] [that your conduct ...] is not in accordance with what is expected of a[n] [job title]. On [dates of verbal counseling and formal warning sessions], you were counseled about this. To date, there has not been significant improvement. Grayson College values you as an employee, and it is our intent to make you fully aware of this situation and to assist you in improving your [work performance] [attendance] [conduct]. However, it is important that you realize the responsibility to improve is yours alone.

You are being placed on a Performance Improvement Plan (PIP). For the next [30, 60, or 90] days, [start date] to [end date], your work will be closely monitored. You must demonstrate immediate improvement in the following area[s]:

- [area of concern]

I will review your progress on the above item[s] requiring improvement every [day or week and time of review].

Improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time during the specified timeframe, disciplinary action to include separation from the College may occur. A decrease in this area after successfully completing the Performance Improvement Plan (PIP) may result in being dismissed from Grayson College without the issuance of another warning or Performance Improvement Plan.

As always, my door is always open to discuss any concerns. Your signature acknowledges this discussion; it does not indicate agreement or disagreement. Your detailed Performance Improvement Plan (PIP) is attached.

Employee Signature

Date

Supervisor Signature

Date



PERFORMANCE IMPROVEMENT PLAN - PIP

Define the problem – the improvement that is required, standards that must be met →	Identify the changes that must be met →	Establish action plan, goals, resources and timetables for meeting the standards →	Evaluate