# Performance improvement plan (PIP)

**Employee name:** _____

**Job title:** _____

**Manager:** _____

**Plan start date:** _____

**Plan end date:** _____

## Why this plan

**Performance gap (facts and numbers):** _____

**(continued):** _____

**Earlier feedback or warnings (dates):** _____

## Goals

| Goal | Measure of success | Target | Due | Support |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Check-ins

| Date | Progress | Manager initials | Employee initials |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## Outcome at end of plan

☐ Goals met, plan closed ☐ Plan extended to (date) ☐ Further discipline ☐ Termination

My signature confirms that this write-up was discussed with me and that I received a copy. It does not mean I agree. I may attach a written response. This plan does not change the at-will nature of employment.

_____ _____

Employee signature Date

_____ _____

Manager signature Date

Free template from workzenly.com