

## Performance Improvement Plan for:

Your performance at work recently has given me cause for concern. A Performance Improvement Plan is being implemented for the following reasons:

The objectives to be achieved are detailed on the attached sheet. All of the objectives must be completed by \_\_\_\_\_ (date).

A review will take place on \_\_\_\_\_ (date).

## Outcomes of The Performance Improvement Plan

On the review date we will agree the standard to which this Performance Improvement Plan has been completed.

1. Performance Improvement Plan successfully completed and required standards met.
2. Most objectives met but further Performance Improvement Plan required.
3. Disciplinary action for failure to complete Performance Improvement Plan.

Signed: \_\_\_\_\_ (Manager/Team Leader) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Employee) Date: \_\_\_\_\_

## Performance Improvement Plan for:

Objective	Training/Support Required	Review Date	Results Achieved/Not Achieved

Signed: (Manager/Team Leader)

Date:

Signed: (Employee)

Date: