

Performance Improvement Plan (PIP) Template

Employee Information

Employee Name	_____
Job Title	_____
Department	_____
Manager Name	_____
Date	_____

Performance Problem

Describe the problem clearly. Example: Employee is missing deadlines or work quality is low.

Improvement Goals

Write what the employee needs to improve. Example: Complete tasks on time and improve work quality.

Action Plan

Action Step	Support Provided	Deadline
_____	_____	_____
_____	_____	_____
_____	_____	_____

Timeline

Start Date: _____

Review Date: _____

End Date: _____

Expected Results

Example: Employee completes work on time and performance improves.

Final Decision

Improvement Achieved / Needs More Time / Further Action Required

Signatures

Employee Signature: _____

Manager Signature: _____

Date: _____