**Name:   
Supervisor:   
Date:**

Dear [employee];

**[Summary/Intro – start with something positive – something he/she does well]**

**[Summary of the specific issue, event, etc.]**

… The following performance improvement plan is designed to **[clarify, improve, etc.]** … resulting in immediate and sustained improvement within …. **[time frame]**

**A. [Area that needs improvement]:**

* SMART goal

**B. [Area that needs improvement]:**

* SMART goals

I have read this performance improvement plan, discussed it with my supervisor, and understand the performance expectations it includes.

**Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cc: Human Resources**