Performance Improvement Template

To:

From:

Date:

RE: Performance Improvement

The purpose of this document is to highlight serious areas of concern. There have been gaps in your performance. Therefore, this document will help to remind you of our expectations, and award you the opportunity to improve.

Observations

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Improvement Goals: These are the goals linked to the areas of concern which you must improve and address:
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Activity Goals: There are the activities that will assist you in reaching your goals

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Resources: Here are the resource that you can access to help complete your activities

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Expectations:

1.

2.

3.

Progress Checkpoints: Here is how we will evaluate your progress:

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Employee Name and Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: