

TEMPLATE

Performance Improvement Plan (PIP) Template

A fair, documented plan to give a struggling employee a real chance to improve

A PIP should be a genuine opportunity to improve, not a paper trail to termination. Be specific, set a realistic timeline, and support the person. Confirm any at-will and documentation considerations.

Employee and plan details

Employee name: _____

Role / manager: _____

Plan start date: _____

Review date (typically 30-90 days): _____

1. Performance concerns

State the specific performance gaps with concrete examples and dates. Avoid vague characterizations. The employee should clearly understand what is falling short.

2. Expectations and goals

Define exactly what success looks like. Each expectation should be specific and measurable so both sides can tell whether it was met.

3. Support and resources

What will you provide to help? Training, coaching, check-ins, tools. A PIP without support is not a fair plan.

4. Check-in schedule

Set regular check-ins (often weekly) to review progress and adjust.

Check-in frequency: _____

Check-in 1 date / notes: _____

Check-in 2 date / notes: _____

Check-in 3 date / notes: _____

5. Consequences and outcomes

State clearly what happens if expectations are met (plan closes) and if they are not. Be honest about both.

6. Acknowledgment

Signing confirms the employee received and understands the plan. It is not an admission of fault.

Employee signature / date: _____

Manager signature / date: _____

A PIP done right often works: a clear plan plus real support resolves many performance problems. If it does not, you have a fair, documented record that the employee was given a genuine chance.