# Plan to Improve Performance

[*Date*]

[*Employee* *Name*]

[*Address*]

Dear [*Employee* *Name*],

As a result of your unsatisfactory performance during the past [*Number*] months and your failure to correct this problem after oral discussions and a written warning, you are now being placed on a [*60*]-day performance improvement plan.

As we discussed earlier, the reason for this evaluation period is [*Details*].

During your last review, you agreed to: *[Outline the Goals the Employee Agreed to Work on]*

I have scheduled a counseling session on [*Date*] to meet with you and to evaluate your progress during this period. Additionally, I would like to assure you that I will be available for discussions and counseling at any time during this evaluation. There must be immediate and sustained improvement, as failure to correct this situation may result in termination of your employment.

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Supervisor’s Signature Date

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Employee’s Signature Date

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Human Resources Director’s Signature Date