

Performance Improvement Plan

Date:

Attendees:

Topic:

This Memorandum will address some areas of concern that have recently been raised relating to your job performance and conduct in the office.

Areas of Concern

- 1.) Treatment of staff
 - a. Coworkers and subordinates report that they feel that they are being subjected to inappropriate comments and an unprofessional attitude from you.
- 2.) Written communications
 - a. Written communications contain errors, including typographical errors, incomplete thoughts, unclear content, and unprofessional subject matter, including excessively personal information.
- 3.) Interpersonal interactions
 - a. Other departments have reported that you are occasionally unprofessional in your demeanor.

Areas for Improvement

The above areas are critical areas for [insert job description] and performance in these areas must be improved in order for you to be effective in your position. Resources exist to assist in these areas, including support from me, administrative staff, and others.

Plan for Improvement

I would suggest that we meet bi-weekly to discuss your concerns and ways in which the team can offer support in these areas to minimize issues.