

Performance Improvement Plan (PIP) Template

A fair, documented path for addressing underperformance before it becomes a termination.

Employee: _____

Role: _____

Manager: _____

Start Date Of Plan: _____

Review Date: _____

Specific Performance Concerns

Concrete examples, not generalities. What specifically isn't meeting expectations?

Expected Improvements

AREA	CURRENT STATE	EXPECTED STATE	HOW MEASURED

Support Provided

What resources, training, or guidance will the company provide during this period?

Check-In Schedule

How often will progress be reviewed (weekly is common)?

Timeline

Standard length is often 30, 60, or 90 days.

Consequences If Goals Aren't Met

State plainly and honestly what happens if expectations still aren't met.

Before Starting A PIP

- ☐ Concerns already raised informally before this became a formal plan
- ☐ Legal or HR guidance reviewed, especially in states with specific requirements
- ☐ The plan is genuinely achievable, not designed to guarantee failure