**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Putting in place a performance improvement plan**

Thank you for meeting with me and [name and role] on [date] to discuss my concerns about your performance and the proposal to put in place a Performance Improvement Plan (PIP) to support you to improve your performance to the standard required.

I have carefully considered your feedback before making any decision on whether to implement a Performance Improvement Plan and if so, on what to include in it. In particular, I have taken on board your [feedback / comments / view] that [any relevant information / concerns / comments provided by the employee].

I have decided that it is appropriate to put in place a Performance Improvement Plan. A copy of the plan is attached. This plan will start on [date] and I will review your performance on [date].

The purpose of the Performance Improvement Plan is to help you achieve a satisfactory level of performance against the objectives and measures set out in the plan. We will support you as you work to meet these standards as outlined in the PIP, however, if your performance does not improve sufficiently by the review date, you may be issued with a **first written warning**.

During the review period I will meet with you [weekly or other appropriate timeframe] to discuss how your performance under the PIP is progressing and and to assist you with anything you may require help with. [details of any other assistance / support / training that the employee will be provided with during the period]

I realise that this may be an unsettling time for you and would like to remind you that our Employee Assistance Programme is available to provide you confidential support. [name of provider] is our provider and can be contacted on [phone number].

If you have any questions about this letter please contact me directly.

Yours sincerely

[name]

[title]