

Performance Improvement Plan

A structured framework for clarifying expectations, support, milestones, and documented outcomes.

PURPOSE	Address a performance gap with specific facts, achievable expectations, resources, and consistent follow-up.
BEST FOR	Managers and HR teams using a fair, organization-approved process.

Employee	_____	Role	_____
Department	_____	Manager	_____
Plan start	_____	Plan end	_____
HR partner	_____	Review cadence	_____

1. Performance concern

EXPECTATION	OBSERVED GAP / FACTS	IMPACT

2. Required improvement and support

REQUIRED OUTCOME	MEASURE / EVIDENCE	SUPPORT / RESOURCE	DUE DATE



3. Check-in record

DATE	PROGRESS / EVIDENCE	FEEDBACK / NEXT STEP
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Plan outcome and decision

4. Acknowledgement

ROLE	NAME / SIGNATURE	DATE
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Employee

Manager

Human resources

Use notes

Educational use only. This template is a general operational aid, not legal, tax, payroll, benefits, safety, or other professional advice. Adapt it to your organization, protect confidential information, verify current requirements, and consult qualified advisors when appropriate.

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