

## PERFORMANCE IMPROVEMENT PLAN

To:

From:

Date:

Subject: Attendance

On **[list dates]** we discussed your attendance record and the need for you to be present and to be at work on time. Your work scheduled is **[insert employee's work schedule]**. On **[date(s)]**, you **[did not report to work] or [arrived at]**. Your **[tardiness and/or absenteeism]** has caused a negative impact on work productivity in the office and has also affected employee morale.

Based on these incidents, you have failed to follow the attendance guidelines of the **[department]**. Therefore, you are being placed on a performance improvement plan until **[90 days from today]**. You must demonstrate immediate improvement in the following areas:

***[List the expectations]***

Improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time during the specified timeframe, disciplinary action up to and including termination from the **[department]** may occur. Future violations of the attendance policy, after successfully completing the performance improvement plan, may result in disciplinary action up to and including termination, without the issuance of another warning or performance improvement plan.

As always, I am available for you to discuss any concerns. Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date