

Achieved Performance Improvement Memo

To:

From:

Date:

RE: **Performance Improvement Plan**

This memo is meant to confirm that you have successfully met the terms of your Performance Improvement Plan dated ***[insert date of the PIP]***.

The ***[department]*** expects you to maintain an acceptable level of performance at all times. A decrease in performance, after successfully completing the improvement plan, may result in disciplinary action up to and including termination, without the issuance of another warning or performance improvement plan.

A copy of this document will be placed in your departmental personnel file.

I am confident that you will be able to meet and/or exceed the performance expectations for your position.

Employee Signature

Date

Supervisor Signature

Date