**Mr. John Smith**

Data Encoder

Data Entry Department

XYZ Company

March 30, 2022

Re: Performance Improvement Plan

Dear Mr. Smith,

Upon review of your recent performance, management would like to point out your frequent unexcused absences and tardiness. Between January 3 to March 15, HR records indicate that you have already incurred three (3) unexcused absences and five (5) counts of tardiness.

During your last evaluation, HR also sanctioned you for your practice of going on breaks in excess of one (1) hour on several occasions. Finally, HR also has on file at least two incidents where you clocked out a few minutes ahead of your shift’s end.

Effective April 1, 2022, the company is effectively placing you under the Performance Improvement Plan, which will last for thirty (30) business days until May 12, 2022. During this period, we will be strictly monitoring your attendance for any absences or tardiness (excused or unexcused).

Your PIP results will depend on your strict observance of the company rules on attendance and tardiness. Failure to accomplish your PIP successfully will lead to further disciplinary action, including the possibility of termination of employment.

Your supervisor, Mr. Robert Jones, will be scheduling a meeting along with an HR representative in order to go over the full details of the PIP. This aims to ensure that you get a clearer and more direct explanation of the PIP’s implications.

Attached please find your specific Performance Improvement Plan form. The formal PIP period will only start after you affix your signature signifying your agreement.

We are very hopeful that with your cooperation, this PIP will produce positive results.

Very truly yours,

**William Jones**

Manager – Data Entry Department

**Sherry Anderson**

Human Resources