# Date

Employee Name

C/O – Company Name

Company address

Company address

Dear First name

# RE: Performance Improvement Plan

The purpose of this letter is to bring to your attention ongoing deficiencies in your conduct and performance. The intent is to define for you the severity of the situation so that you may take action to improve your conduct and performance.

Failure to show immediate corrective action in any/all areas addressed could lead to additional disciplinary action including termination.

### Reason for Warning

Write in here the brief history of the issues and what the employees response has been to date

## Corrective Action Required

Given the above matters, we are of the opinion that it is now necessary to provide you with a performance improvement plan to help you get on track and to work towards improving your overall behaviours, attitude and performance.

The following are items that we require you to now adhere to in order for us to monitor and assist you:

1. You must achieve a minimum of 30 prospecting calls per day (Monday – Friday).
2. You are to arrive and start work by 8.30am each day (Monday – Friday).
3. You must achieve a minimum of 6 appraisals per week.
4. You must attend/conduct 5 opens/auctions each Saturday (if you do not have at least 5 of your own opens/auctions on any given Saturday, you are expected to attend opens/auctions of any of your colleagues to ensure you meet the minimum target of 5)

Note: *You are to work a maximum of 38 hours per week, it is up to you to manage your time to ensure you are performing the 38 hours per week required.*

We will continue to monitor your behaviours and performance over the next 30 days and have scheduled to meet with you again on Date.

## Agreement & Acknowledgment

My manager has discussed the above with me. I agree with the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of non-compliance which may include termination of my employment.

Employee: Date:

Manager: Date:

Manager’s Name: Position: