



Name of Employee:		Date:	
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Description of current performance under review:
Expectations for Performance Improvement (including time frame):
Employee Comments:

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination.

This performance plan is not intended to be an employment contract or guarantee of continuing employment.

I've read and I understand this Performance Improvement Plan. (Understanding does not signify agreement)

Employee Signature:		Date:	
Supervisor Signature:		Date:	
HR Director:		Date:	