



DATE:

TO:



RE: Performance Improvement Plan

It has come to the attention of your department director that your ***** **Description of performance concern** *****

The City of Yukon values you as an employee and it is our intent to make you fully aware of this situation and assist you in improving your work performance. However, it is important that you realize the responsibility to improve is yours alone.

You are being placed on a written performance improvement plan. For the next 90 days, **ending Date PIP will end**, your work will be closely monitored by your supervisor. You must demonstrate immediate and continued improvement in the following areas:

- Attitude
 - Teamwork
 - Professionalism
- *******list performance concerns**

The improvement must occur immediately and must be maintained. If you fail to make the suggested improvements, disciplinary action, up to termination, will be taken. A decrease in performance after successfully completing the improvement plan may result in being dismissed from the City of Yukon without the issuance of another warning or improvement plan.

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

Employee Signature _____ Date _____

Director Signature _____ Date _____

Witness Signature _____ Date _____