



## Improvement Action Plan Memo

To: [Employee Name]

From: [Manager Name]

CC: [Next Level Manager Name]  
Personnel File

Date: [Date]

Re: Improvement Action Plan

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Dear **Employee Name**,

The purpose of this memo is to inform you that your recent behaviour is not at an acceptable level and that immediate improvement is required. Specifically, the area(s) of concern **is/are TO BE COMPLETED**.

For the next **[30, 60, or 90]** days, I will monitor your performance. During this Improvement Plan period, you are expected to achieve and maintain acceptable levels of conduct and behaviour for your position and in the best interests of the Company.

As this issue is one of compliance to a **REASON** you are now expected to adhere at all times. Reasonable assistance and training will be provided upon your request. However, it is your responsibility to ensure your compliance with all conduct and behaviour expectations. Failure to achieve the required adherence and any further breaches may result in formal disciplinary action. Such action may be taken at any time during this Plan or in the future, as the Company deems appropriate.

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[Manager Name]

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Date

I have read, understand and received a copy of this memo.

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[Employee Name]

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Date