DATE

To: Employee ID #

From:

Re: Attendance Improvement Plan (AIP) / Performance Improvement Plan (PIP) – 30/60/90 Day Review and Removal

Outlined below are the specific standards you are required to meet in order to successfully complete your AIP/PIP together with progress achieved during this 30/60/90-day period.

1. First Performance/Attendance Standard as stated in AIP/PIP.

**Observations:**

1. Second Performance/Attendance Standard as stated in AIP/PIP.

**Observations:**

1. Third Performance/Attendance Standard as stated in AIP/PIP.

**Observations:**

(Note: Continue this pattern for all performance/attendance standards)

Overall, during this period of time, Name has shown the willingness and desire to work on and strengthen the areas that were highlighted in the AIP/PIP. I am confident that Name will continue to strengthen in these areas and will move forward with removing Name from the AIP/PIP.