

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

**SAMPLE OF A SUCCESS PLAN
MEMO TO AN EMPLOYEE**

MEMORANDUM

DATE:

TO: Employee

FROM: Immediate Supervisor

RE: Success Plan

The following documentation is an interim review of your performance and outlines several problems that have become serious enough to be addressed in a formal success plan.

1. COOPERATION WITH STAFF

- a. You have demonstrated a lack of cooperation on [dates] by [examples].
- b. I have discussed this problem with you on [dates] [examples].
- c. On [date] you received a memo from me reviewing my concerns [examples].

2. PROPER COMMUNICATION WITH SUPERVISOR

You have repeatedly been instructed on what is appropriate behavior in regards to your communications with your supervisor, but on [dates] [examples].

3. ATTENDANCE

On [date] we have a verbal discussion about your absenteeism. At that time re reviewed your record [dates] [examples].

As of this date, you have had three additional unscheduled absences on [dates] [examples].

I have outlined the problem areas that I have observed and feel that they must be addressed immediately. It is important that you understand the problems and have an interest in turning the problems around.

I am now going to give you the opportunity to write a success plan that will specify actions that you will initiate to improve your performance [and/or behavior]. You should address each of the problem areas I have noted and you should be specific about how you are going to initiate change.

Let me emphasize that this is a serious situation and I need to see an immediate and sustained improvement in the areas mentioned above. The success plan does not change your "at will" employment relationship.

I will meet with you tomorrow morning to go over your success plan. Once we have mutually agreed to the plan, I will be observing your progress with the plan. My observations will be up to and including the next 30 days. I will schedule a meeting for review at any time during that period to inform you of your progress.

I feel your commitment and efforts can solve this problem and I am here to help you with your plan. If you have any questions, do not hesitate to ask me.

Signature

Date