SOBEL LAW SOLUTIONS, LLC

PIP Response Letter Template

For Ohio employees responding to a performance improvement plan. General information, not legal advice.

A PIP you never answered is your employer's account of your performance, alone in the file. A short written response puts your corrections, your requests, and the timeline next to it.

Before you write

- Sign to acknowledge receipt if asked, and add: "Signed to acknowledge receipt only. A written response will follow."
- Ask for a copy of the plan. Write down who was in the meeting and what was said, the same day.
- Put the plan's end date and every check-in on your own calendar.
- Gather your own past reviews and commendations. Do not forward confidential company documents to a personal account.

The template

[Date]

To: [Manager name] Cc: [HR representative]
Re: Response to the Performance Improvement Plan dated [date]

I received the Performance Improvement Plan dated [date] and I am committed to meeting its expectations. I am writing to confirm my understanding of the plan, to correct certain statements in it, and to ask for the information I need to succeed.

Corrections. The plan states [quote the statement]. That is not accurate. [What happened, with the date and the email or record that shows it.] [Repeat for each inaccurate statement.]

Goals. Goal [number] asks me to [quote]. So that I can meet it, please confirm how success will be measured, by whom, and by what date.

Support. The plan refers to [training / coaching / resources]. Please let me know who will provide this and when. I would also like to schedule a check-in every [week / two weeks] and to receive written feedback after each one.

Context. [If applicable: On [date] I [reported a concern to HR / requested leave / requested an accommodation]. My reviews for [years] rated my performance as [rating], and I had received no written discipline before this plan.]

Please place this response in my personnel file with the plan. I look forward to working through it with you.

Sincerely,
[Name], [Title]

Leave these out

- Anger, sarcasm, and comparisons to coworkers you cannot prove.
- Legal labels such as "retaliation," unless you are describing a complaint you actually made.
- Admissions offered to seem reasonable, and any threat to sue.

During the plan

- Email a short status update each week listing what you completed against each goal.
- Confirm verbal feedback in writing the same day. If a goal changes, ask for the change in writing.
- If the plan arrives with a severance offer, do not sign either document until the agreement has been read.

Attorney Advertising. This template is general information and does not create an attorney-client relationship. Every situation is different.