**INSERT DEPARTMENT LETTERHEAD**

<DATE>

**<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>**

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

**Performance Improvement Discussion**

Dear <NAME>:

This letter is to confirm our discussion on **<**DATE>, about <ENTER *“BASIC ISSUE/OVERALL CONCERN”* AND SPECIFIC DATES OF INFRACTION FROM THE PRE-MEETING CHECKLIST>.

We previously discussed issues informally on <DATE/S OF PREVIOUS INFORMAL DISCUSSION INCLUDING THE ISSUE>. <At that time> <Each time> we discussed what was expected of you and you agreed to correct the problem. Since then, <DESCRIBE CONTINUING PROBLEM>.

The problem has a negative effect on **<**SAFETY OR OUR DEPARTMENT OR OUR DEPARTMENT OR YOUR FELLOW CO-WORKERS>. I expect you to make the following change in your performance <DESCRIBE DESIRED PERFORMANCE>. In addition, I expect you to follow all of our rules and procedures and perform every aspect of your job in a fully acceptable manner.

During our discussion, you said <RESTATE THE EMPLOYEE’S AGREEMENT TO CORRECT THE PROBLEM TOGETHER WITH ANY OTHER IMPORTANT COMMENTS AND YOUR RESPONSE>.

As I explained during our meeting, this discussion is not formal discipline. While I will be maintaining a record of our meeting, no notice will be placed in your personnel file at Illinois Human Resources. However, if we need to talk about this situation or if any other performance improvement is needed in the future, it could be in the form of formal disciplinary action. I’m counting on you to solve this problem and perform effectively in every area of your job.

Sincerely,

First and Last Name

<CLASSIFICATION>

Enclosures: Resource Rack Card

FSAS Brochure

c: LER Consultant

PPP Coordinator

Union Representative(s) [if applicable]

Unit File/HR File