



## Process Improvement Plan (PIP)

Employee Name:

Date:

Employee Title: Tennis Professional

Agape Location:

**Choose One:**

☐ Discussion Record

☐ Verbal Warning

☐ Written Warning

☐ Suspension

☐ Termination

**Reason for Counseling:**

☐ Disregard for Supervisor/Co-worker/Client/Customer

☐ Absenteeism

☐ Tardiness

☐ Failure to do job

☐ Gross misconduct

☐ **Failure to comply with company policy and/or procedure**

*Please note that there is no requirement that all steps in the discipline progression must be followed. The company has the discretion to decide on the penalty depending on the nature of the offense.*

**Clearly state the specific reason for the counseling using low-inference notes. Focus on recording observations that are directly observable and measurable, avoiding personal opinions, interpretations, or judgments. Stick to the facts to reduce bias and provide a clear, accurate account of what occurred.**



List the specific actions the employee must take to correct the behavior.

Employee Comments: Emailed comment since this was just a discussion.

*Failure to comply with the above within the specified period or further violations of company policies and procedures will result in further disciplinary action, up to termination.*

My signature acknowledges that I have received this counseling record:

Employee Signature:      Date:

Manager Signature:      Date: