

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Improvement Plan

I hope this message finds you well. This letter serves as a formal notice of a Performance Improvement Plan (PIP) regarding your role as [Employee's Position] at QVC. The purpose of this plan is to provide you with the support and resources necessary to improve your performance and meet the expectations outlined in your job description.

**\*\*Areas of Concern\*\***

- [Specific area 1: Describe the performance issue]
- [Specific area 2: Describe the performance issue]
- [Specific area 3: Describe the performance issue]

**\*\*Performance Expectations\*\***

To help you succeed, please focus on the following performance expectations:

- [Expectation 1: Clearly defined goal]
- [Expectation 2: Clearly defined goal]
- [Expectation 3: Clearly defined goal]

**\*\*Action Plan\*\***

To assist you in achieving these expectations, we have implemented the following action plan:

- [Action 1: Describe steps/support provided]
- [Action 2: Describe steps/support provided]
- [Action 3: Describe steps/support provided]

**\*\*Timeline\*\***

This Performance Improvement Plan will be in effect for [duration, e.g., 30, 60, 90 days], starting from [start date]. We will schedule regular check-in meetings every [frequency, e.g., week, two weeks] to monitor progress and discuss any challenges you may be facing.

**\*\*Consequences\*\***

Please understand that failure to demonstrate improvement in the outlined areas may result in further action, including but not limited to reassignment, demotion, or termination of employment.

We believe in your potential at QVC and are committed to supporting your growth. Do not hesitate to reach out if you need assistance or clarification regarding this plan.

Please sign and return a copy of this letter to acknowledge your understanding of the Performance Improvement Plan.

Sincerely,

[Your Name]

[Your Position]

Employee Acknowledgment:

I, [Employee's Name], acknowledge receipt and understanding of this Performance Improvement Plan.

\_\_\_\_\_  
Signature: [Employee's Signature]

Date: \_\_\_\_\_