



Interoffice Memo

DATE:

PHONE:

FROM: **AUTHOR'S NAME**, Author's Title
Author's Department

TO: **RECIPIENT NAME(S)**, Recipient Title(s)
Recipient Department(s)

NOTE: This memo may be used to document bi-weekly progress meetings during a WPIP which memorializes the employee's improvement or lack of improvement and shall be furnished to the employee after each meeting.

SUBJECT: **WORK PERFORMANCE IMPROVEMENT PLAN BI-WEEKLY PROGRESS REPORT, (START DATE) TO (END DATE)**

On **DATE, EMPLOYEE** received a **XX** day Work Performance Improvement Plan (WPIP) for failing to meet job standards in **CATEGORY** due to **SUMMARY OF ISSUES**. On **DATE**, a bi-weekly progress meeting was held with **EMPLOYEE** to discuss his/her progress during the WPIP.

SUMMARY OF WHAT WAS DISCUSSED AND HOW IT RELATES TO EACH CATEGORY ON WPIP

EMPLOYEE is **BELOW OR MEETING** standards on the Work Performance Improvement Plan during this rating period due to **REASON (REFERENCE BRIEF SUMMARY HERE OF WHY BELOW OR MEETING)**

A copy of this memorandum will be placed in your personnel file.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS MEMO:

Employee

Date

- cc: Department Contacts (e.g. Mary Doe, Administrative Manager)
- Human Resources Officer (if appropriate)
- Department File (if appropriate)
- Official Personnel File (if appropriate)