APPENDIX B

TO: Employee FROM: Supervisor
CC: Human Resources DATE: (Date)
SUBJECT: Successful Performance Improvement Plan Completion

You have successfully completed the requirements of your performance improvement plan.

Our hope is that you will continue on this path of success as it relates to your employment at RIT. We sincerely appreciate all of your efforts and your positive approach to your employment.

Our expectation is that the improvement in your job performance will be ongoing and continuous throughout your career at RIT.

Employee Acknowledgement:
Your signature below acknowledges receipt of this document.

Employee's Signature Date

Supervisor’s Signature Date