



Development Plan to Address Professionalism

Dear _____

This letter serves as official documentation that the _____ (organization name) is placing you on a development plan for a period of 30 days. Your development plan begins on _____ (Date) and will be reviewed on _____ (Date). At the end of this period, you will meet with _____ (site supervisor) to review your performance.

Development Areas:

Arrive ready to work from 9:00am until 4:00pm, Monday – Friday with a ½ hour lunch

Check-in with designated staff member each morning

Call or email (do not text) designated staff member if arriving at a time other than 9:00am

Clearly communicate any changes to established work schedule - this may include doctor's appointments

Meet with designated staff daily to discuss work activities/expectations

As a valued AmeriCorps VISTA member, we want to give you every chance to complete your VISTA service term successfully. However, failure to meet these conditions may result in termination from your position with the project.

If you have any questions, or if we can be of any assistance to you in your role as an AmeriCorps VISTA member, please do not hesitate to contact us.

Sincerely,
