

DC DEPARTMENT OF HUMAN RESOURCES

March 29, 2022

Julie Hightower

1100 First St SE,
Washington, DC 20003

Subject: **Performance Improvement Plan Achievement**

Dear Mx. Julie Hightower,

On January 12, 2022, Mr. Edward Swanson Haskell III initiated a Performance Improvement Plan because you failed to meet several department deadlines for cost analyses as Program Specialist at the Department of Human Services, Office of Policy and Program Support, in the Office of the Director.

Your supervisor discussed your performance with you and established timelines, as well as specific and measurable performance goals and training to take to ensure your success. As of March 16, 2022, you have since achieved these goals.

As we continue to work together to contribute to our agency's mission, we hope you continue with your success in the performance of your duties.

Sincerely,

John Doe
Placeholder Specialist