

# Annual Bonus Criteria and Guidelines

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Annual Bonus Criteria and Guidelines

Dear [Employee's Name],

We are pleased to provide you with the criteria and guidelines for the annual bonus program for [Year]. This program is designed to reward our employees for their hard work, dedication, and contributions to [Your Company's Name]. Please find below the details regarding the criteria used to evaluate eligibility and performance:

## Bonus Eligibility Criteria

- Employment period: Must be employed for a minimum of [X Months/Years].
- Performance rating: Must achieve a performance rating of [Insert Rating Scale].
- Attendance: Must have an attendance record with no more than [X Days] of unexcused absence.

## Performance Metrics

The following metrics will be considered in evaluating performance:

- Sales/revenue goals: [Specify Goals]
- Project completion: [Specify Projects]
- Customer satisfaction scores: [Specify Targets]

## Bonus Structure

Based on the evaluation, bonuses will be awarded as follows:

- Outstanding Performance: [X]% of base salary
- Exceeds Expectations: [X]% of base salary
- Meets Expectations: [X]% of base salary
- Below Expectations: No bonus

Please feel free to reach out to your manager or HR department if you have any questions regarding the bonus program. We appreciate your hard work and commitment to [Your Company's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]