

Bonus Structure Details

Dear [Employee Name],

We are pleased to share with you the details of our bonus structure for the upcoming year. This program is designed to reward you for your hard work and dedication to [Company Name]. Below are the key components of our bonus structure:

1. Eligibility Criteria

- Employees must have completed a minimum of 6 months with the company.
- Performance reviews conducted annually will determine eligibility.

2. Performance Metrics

Bonuses will be based on the following performance metrics:

- Individual Performance Goals
- Team Performance Goals
- Company Financial Performance

3. Bonus Tiers

The bonuses will be structured in tiers as follows:

- Exceeding Expectations: Up to 15% of annual salary
- Meets Expectations: Up to 10% of annual salary
- Below Expectations: Up to 5% of annual salary

4. Disbursement Schedule

Bonuses will be disbursed annually in [Month].

If you have any questions or need further information, please feel free to reach out to [HR Contact Name] at [HR Email].

Thank you for your hard work and commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]