

Company-Wide Bonus Policy Overview

Dear Team,

We are excited to share the details of our company-wide bonus policy designed to reward your hard work and dedication. This policy reflects our commitment to recognizing the contributions of each employee towards our collective success.

Bonus Structure

The bonus will be distributed based on the following criteria:

- **Performance Metrics:** Bonuses will be tied to individual and team performance metrics.
- **Company Profitability:** Overall company profitability will be considered in determining bonus amounts.
- **Length of Service:** Employees with longer tenure will receive additional consideration in their bonus calculations.

Eligibility

All full-time employees who have completed at least six months of service are eligible to participate in the bonus program.

Distribution Timeline

Bonuses will be calculated and distributed quarterly, with the first bonus payout scheduled for [insert date].

Conclusion

We appreciate the hard work and dedication each of you brings to our organization. Together, we can achieve great things, and we are excited to celebrate your contributions through this bonus program.

For any questions regarding the bonus policy, please feel free to reach out to HR.

Thank you,

[Your Name]

[Your Job Title]

[Company Name]