

Incentive Bonus Program Overview

Dear Team,

We are excited to announce the launch of our Incentive Bonus Program, designed to reward your hard work and dedication to our company's success. This program aims to enhance motivation, encourage outstanding performance, and promote a collaborative work environment.

Program Details

- **Eligibility:** All full-time employees who have completed at least six months of service.
- **Performance Metrics:** Bonuses will be based on individual performance, team achievements, and overall company goals.
- **Bonus Structure:** Bonuses will range from 5% to 20% of your base salary, depending on performance ratings.

Program Timeline

The incentive bonus program operates on a quarterly basis:

- **Q1 Assessment:** January - March
- **Bonus Distribution:** April

How to Participate

To participate, please ensure you meet the eligibility criteria and strive to exceed your performance goals. Regular updates and feedback will be provided to guide you.

Questions

If you have any questions regarding the Incentive Bonus Program, please reach out to your manager or the HR department.

We appreciate your hard work and look forward to celebrating our collective achievements!

Best Regards,
[Your Name]
[Your Position]