

Quarterly Bonus Outline

Dear Team,

As we wrap up this quarter, we would like to take a moment to outline the criteria for our quarterly bonus program.

Bonus Criteria

- **Performance Metrics:** Achieving or exceeding set targets in sales, customer satisfaction, and project deadlines.
- **Team Collaboration:** Demonstrating outstanding teamwork and support across departments.
- **Innovation:** Contributing ideas or solutions that significantly enhance our processes or products.

Bonus Structure

- **Individual Performance:** Bonuses will be awarded based on individual contributions to the overall team results.
- **Team Goals:** If the team meets its overall objectives, an additional team bonus will be distributed equally among team members.

Bonus Timeline

The bonuses will be calculated and processed within two weeks following the end of the quarter. You will receive a detailed breakdown of your bonus via email.

We appreciate all your hard work and dedication!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]