

# Bonus Structure Explanation

Dear Team,

We are pleased to inform you about our bonus structure for the upcoming fiscal year. This bonus structure is designed to reward your hard work and dedication to the company.

## Bonus Eligibility

All full-time employees who have completed at least six months of service are eligible for a performance bonus.

## Performance Metrics

Your bonus will be based on the following performance metrics:

- Individual Performance Review (40%)
- Team Goals Achievement (30%)
- Company-wide Goals (30%)

## Bonus Payment Schedule

Bonuses will be calculated and paid out annually, during the first quarter of the following year.

## Conclusion

We value your contributions and believe that this bonus structure aligns with our commitment to rewarding excellence. Should you have any questions, feel free to reach out to your manager.

Thank you for your hard work and dedication.

Sincerely,  
Your Company Name