

Merit-Based Incentive Distribution

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Merit-Based Incentive Distribution

Dear [Employee Name],

We are pleased to inform you that you have been selected to receive a merit-based incentive in recognition of your outstanding performance and contributions to [Company Name]. Your dedication and hard work have not gone unnoticed, and we believe it is essential to reward such exceptional efforts.

The incentive amount you will receive is [Insert Amount]. This will be included in your next paycheck, and we hope that it reflects our appreciation for your commitment to excellence.

Thank you for your continuous dedication to your role and our organization. We look forward to seeing your continued growth and success in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]