

Quarterly Incentive Program Overview

Dear Team,

We are excited to announce the details of our Quarterly Incentive Program for the upcoming quarter.

Program Objectives

- Recognize and reward outstanding performance
- Encourage teamwork and collaboration
- Boost overall productivity and morale

Eligibility Criteria

- Employees must have completed at least three months of service.
- Performance metrics will be evaluated based on KPIs set at the beginning of the quarter.

Incentive Structure

Incentives will be awarded based on the following tiers:

- **Tier 1:** 90-100% of target - \$500 bonus
- **Tier 2:** 80-89% of target - \$300 bonus
- **Tier 3:** 70-79% of target - \$150 bonus

Evaluation Process

Performance reviews will be conducted on the last week of the quarter, and results will be communicated by the second week of the following month.

Important Dates

- Quarter Start: January 1
- Quarter End: March 31
- Evaluation Period: April 1 - April 7
- Announcement Date: April 10

Thank you for your hard work and dedication. We look forward to a successful quarter!

Best Regards,
[Your Name]

[Your Position]
[Company Name]