

Individual Innovation Bonus Criteria

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you about the criteria for the Individual Innovation Bonus that recognizes employees who contribute to the enhancement of our organization through innovative ideas and initiatives. Below are the criteria that will be considered for this bonus:

- **Creativity:** Demonstrating unique and original ideas that can improve processes or products.
- **Impact:** The extent to which the innovation contributes to increased efficiency, revenue, or customer satisfaction.
- **Implementation:** Successfully developing and executing the idea within the organization.
- **Collaboration:** Engaging with team members and other departments to foster innovation.
- **Sustainability:** Proposals that lead to long-term benefits and growth for the organization.

We encourage you to think creatively and contribute your ideas. Submissions for the bonus will be accepted from [start date] to [end date].

For any questions regarding the criteria or submission process, feel free to reach out to [Contact Person/Department].

Thank you for your continued commitment to innovation and excellence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]