

# Supplier Bonus Structure Overview

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Overview of Bonus Structure for Suppliers

Dear [Supplier Name],

We appreciate your continued partnership and would like to share with you an overview of our supplier bonus structure, designed to incentivize excellence and foster mutual growth.

## Bonus Criteria

- On-time Delivery: [Specify percentage or amount]
- Quality Standards: [Specify percentage or amount]
- Volume Discounts: [Specify percentage or amount]
- Innovative Solutions: [Specify percentage or amount]

## Payment Schedule

Bonuses will be calculated quarterly and paid out within [insert timeframe] upon meeting established criteria.

## Conclusion

We look forward to enhancing our collaboration and achieving greater success together. Should you have any questions regarding this bonus structure, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]