

# Executive Performance Incentive Plan

Date: [Insert Date]

To: [Executive's Name]

Title: [Executive's Title]

Company: [Company Name]

Dear [Executive's Name],

We are pleased to formally communicate your participation in the Executive Performance Incentive Plan (EPIP) for the year [Insert Year]. This plan is designed to promote and reward exceptional performance, with a focus on achieving key company objectives and enhancing shareholder value.

## Plan Overview

The EPIP consists of the following elements:

- Performance Metrics: [List specific metrics]
- Target Awards: [Describe target awards based on performance]
- Payment Schedule: [Outline when payments will be made]

## Eligibility Criteria

Your eligibility for the EPIP is contingent upon:

- Your role and level within the organization
- Meeting performance targets as defined in the upcoming business plan

## Commitment to Performance

We are confident in your capabilities to lead and achieve the targets set forth. Your commitment to excellence is crucial for our collective success.

We look forward to another successful year and appreciate your dedication to [Company Name]. Please feel free to reach out if you have any questions regarding the EPIP.

Sincerely,

[Your Name]

[Your Title]

[Company Name]