

# Annual Performance Incentive Update

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to share updates regarding the Annual Performance Incentive for this fiscal year. We value your hard work and commitment, and we are excited to recognize your contributions.

## Incentive Overview

The annual performance incentive is based on your individual performance as well as the overall success of the company. This year, we are pleased to offer an incentive of [Insert Percentage/Amount] based on the following criteria:

- Achievement of personal goals
- Team contributions
- Company performance metrics

## Disbursement Date

Incentives will be disbursed on [Insert Date].

## Next Steps

Please feel free to reach out to your manager or the HR department if you have any questions or need further clarification regarding this incentive.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]