

Performance Incentives Allocation

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are pleased to inform you that in recognition of your outstanding performance and contributions to our team during the past year, we are allocating a performance incentive. This initiative reflects our commitment to rewarding excellence and motivating our employees.

Based on your performance evaluations, you are eligible for an incentive amounting to [Insert Amount or Percentage]. This incentive will be included in your next payroll cycle and will be reflected in your paycheck dated [Insert Date].

We appreciate your hard work and dedication, and we are confident that you will continue to excel in your role. Thank you for your contributions to the success of our company.

If you have any questions regarding this incentive, please do not hesitate to reach out to the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]