

Company-Wide Incentive Scheme Overview

Dear Team,

We are excited to announce our new company-wide incentive scheme designed to reward your hard work and dedication. This program aims to foster a culture of excellence and encourage collaboration across all departments.

Incentive Overview

- **Eligibility:** All full-time employees.
- **Incentive Structure:** Bonuses based on quarterly performance metrics.
- **Performance Metrics:** Sales growth, customer satisfaction, and teamwork.
- **Payout Schedule:** Bonuses will be distributed at the end of each quarter.

How to Participate

To participate, simply continue to excel in your role and work collaboratively with your teammates. Your contributions will be measured based on the outlined performance metrics.

Frequently Asked Questions

If you have any questions or require further information, please reach out to your manager or the HR team.

Thank you for your continued hard work and dedication.

Best regards,

Your Company Name