

Subject: Launch of Employee Incentive Program

Dear Team,

We are excited to announce the launch of our Employee Incentive Program aimed at recognizing and rewarding your hard work and dedication.

This program will provide the opportunity for employees to earn rewards based on individual and team performance. The goals of this initiative are to foster a collaborative environment, boost morale, and enhance productivity across all departments.

Details of the program include:

- Performance Metrics: Specific goals will be set quarterly.
- Types of Incentives: Cash bonuses, extra time off, and gift vouchers.
- Eligibility: All full-time employees are eligible to participate.

We believe that this program will not only reward individual accomplishments but also strengthen our company culture. Further details will be shared in our upcoming town hall meeting.

Thank you for your continued commitment to excellence.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]