

Performance Reward Program Kickoff

Dear Team,

We are excited to announce the kickoff of our Performance Reward Program! This initiative aims to recognize and reward our dedicated employees for their hard work and outstanding contributions to our organization.

The program will officially launch on **[Start Date]** and will run until **[End Date]**. During this period, we encourage everyone to demonstrate their commitment to excellence and strive for success. The eligible criteria for rewards include:

- Consistently meeting performance goals
- Exceeding expectations in team projects
- Displaying exemplary leadership and innovation

We will host an informational meeting on **[Meeting Date]** at **[Meeting Time]** in **[Meeting Location]** to provide more details about the program and answer any questions you may have. Your participation will be crucial for the program's success.

Thank you for your ongoing commitment and hard work. Let's make this program a success together!

Best Regards,
[Your Name]
[Your Position]
[Company Name]