

Dear Team,

We are excited to announce the introduction of a new staff bonus structure aimed at recognizing and rewarding your hard work and dedication.

Overview of the Bonus Structure

Our bonus program will be based on individual performance, team achievements, and overall company results. This approach ensures that everyone's contributions are acknowledged.

Eligibility

All full-time employees who have completed their probationary period will be eligible for participation in the bonus program.

Bonus Calculation

The bonus will be calculated based on the following criteria:

- Individual performance metrics
- Team targets and achievements
- Company performance and profitability

Timing

Bonuses will be evaluated and distributed annually, following the end of the fiscal year.

Conclusion

We believe this bonus structure will motivate and enhance our collective success. If you have any questions or feedback, please feel free to reach out.

Best regards,
Your Management Team