

Employee Discount Program Eligibility Criteria

Dear [Employee Name],

We are pleased to outline the eligibility criteria for our Employee Discount Program. To qualify for this program, employees must meet the following requirements:

- Must be a full-time employee of [Company Name] for a minimum of [X] months.
- Must not be on probation or performance improvement plans.
- Must have a satisfactory attendance record.
- Must comply with all company policies and regulations.
- Must not exceed the maximum discount limit of [Y]% based on the total purchase amount.

If you meet these criteria, you can access the discount by [explain how to avail discount, e.g., using a code, showing an ID, etc.].

Thank you for being a valued member of our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]