

Announcement of Sales Incentive Program

Dear Sales Team,

We are excited to announce the launch of our new Sales Incentive Program, designed to reward your hard work and dedication in achieving our sales goals. This program will not only motivate our team but also help us reach new heights.

Program Details:

- **Eligibility:** All sales department members.
- **Incentives:** Cash bonuses, gift cards, and additional paid time off.
- **Duration:** January 1, 2024 - June 30, 2024.

More detailed guidelines and criteria for earning incentives will be shared in the upcoming team meeting. We encourage everyone to participate actively and aim for the rewards!

Thank you for your continuous efforts and dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]