

Subject: Follow-Up on Executive Bonus and Incentive Plans

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the executive bonus and incentive plans for the upcoming fiscal year.

As we strive to align our compensation strategy with the company's overall goals, it would be beneficial to finalize the metrics and targets that will be used to gauge performance. Your insights on this matter would be greatly appreciated.

Could we schedule a meeting to discuss this further? I am eager to ensure that our plans effectively motivate and reward our executive team for their contributions.

Thank you for your attention to this important matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]