

Performance Incentive Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our proposal for a performance incentive program for the [Project Name] project. Our team recognizes the importance of meeting and exceeding project goals while maintaining quality and safety standards.

Incentive Program Overview

The proposed incentive structure is designed to reward both timely completion and exceptional work quality. The key components of our proposal include:

- Achievement of project milestones ahead of schedule
- Adherence to budget constraints
- Meeting or exceeding quality standards as defined in the project specifications

Incentive Structure

We propose the following incentive percentages:

- 5% bonus for early completion (up to 2 weeks ahead of schedule)
- 3% bonus for meeting budget without compromise on quality
- Additional 2% bonus for exceeding quality metrics

We believe that this incentive program will not only motivate our team but also align our goals with those of [Company Name], ensuring the successful delivery of the project.

Thank you for considering our proposal. We look forward to discussing this further and are happy to make adjustments to ensure mutual benefits.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]