

Initial communication about upcoming incentives

Subject: Preliminary Notice of Upcoming Incentives

Dear Employees,

We are excited to inform you that the company is planning to issue performance-based incentives for the upcoming quarter. This notice serves as a preliminary announcement while final calculations are completed.

Further details, including amounts and eligibility, will be shared shortly. Thank you for your continued hard work and commitment.

Best regards,

[Manager Name]

[Position]

[Company Name]

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