

Professional individual performance reward

Dear [Employee Name],

Subject: Performance Incentive Notification

Congratulations on achieving [specific milestone or target]! In recognition of your efforts, you will receive a performance incentive of [Amount/Percentage]. Your contribution has been pivotal in achieving our organizational goals.

We encourage you to continue your exceptional performance and commitment to excellence.

Warm regards,

[Your Name]

[Designation]

[Company Name]

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