

Formal Letter

Dear Team,

We are pleased to announce the implementation of a new bonus scheme, effective from [Start Date]. This scheme has been designed to recognize and reward outstanding performance across the organization.

Details of the scheme, including eligibility criteria, performance metrics, and payment schedules, are attached for your reference. We encourage all employees to review the document carefully and reach out to HR for any clarifications.

We look forward to celebrating your continued success and contributions under this new incentive plan.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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