

## **Provisional email before final approval**

Subject: Provisional Performance Incentive Notification

Dear [Employee Name],

We are pleased to inform you that you have been provisionally selected to receive a discretionary performance incentive for this period. This award is pending final approval by the management team.

We wanted to share this good news ahead of formal confirmation. Thank you for your continued dedication and excellent performance.

Best regards,

[Manager Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/discretionary-performance-incentive-letter>