

Formal announcement of performance-linked scheme

Subject: Introduction of the Performance Incentive Scheme

Dear Employees,

We are pleased to announce the introduction of a new Performance Incentive Scheme aimed at rewarding excellence and dedication in achieving company goals. This initiative will recognize top-performing employees with financial bonuses and professional advancement opportunities.

The evaluation will be based on key performance indicators (KPIs) established for each department.

Full policy details will be distributed via email and posted on the HR bulletin.

We believe this step will motivate everyone to perform at their best and drive the company forward.

Sincerely,

The Management

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