

Formal Incentive Announcement Letter

Subject: Announcement of Employee Incentives for [Quarter/Year]

Dear Team,

We are pleased to announce the implementation of our new employee incentive program for [Quarter/Year]. This initiative recognizes outstanding performance, dedication, and contributions to our company's success.

Eligible employees will receive [monetary bonus, extra vacation days, gift cards, etc.] based on [specific performance metrics or criteria]. Detailed information regarding the program and eligibility criteria will be shared in the upcoming departmental meetings.

We encourage everyone to continue striving for excellence, and we look forward to celebrating your achievements.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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