

Department Incentive Letter

Subject: Special Incentives for [Department Name]

Dear [Department Name] Team,

As part of our recognition strategy, we are pleased to announce department-specific incentives for [Quarter/Year]. Employees who meet or exceed performance targets in [key metrics] will receive [rewards/bonuses].

We appreciate your hard work and commitment to achieving departmental and company goals.

Detailed criteria and award schedules will be shared in your next team briefing.

Thank you for your continued dedication.

Best regards,

[Manager Name]

[Position]

[Company Name]

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