

Preliminary Incentive Letter

Subject: Upcoming Employee Incentive Program

Dear Team,

We are excited to inform you that a new incentive program is being developed to reward outstanding employee performance. This is a preliminary announcement to give you an idea of upcoming rewards, including [types of incentives].

Further details, eligibility criteria, and award amounts will be shared shortly. We encourage all employees to maintain high performance and engagement as the program rolls out.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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