

Performance-Based Incentive Letter

Subject: Performance-Based Incentives Announcement

Dear Team Members,

We are thrilled to announce the launch of our performance-based incentive program. Employees achieving outstanding results in [specific projects or KPIs] will receive rewards, including [bonuses, recognition, or other perks].

This program is designed to recognize dedication and drive, encourage productivity, and motivate continued excellence across all teams.

Warm regards,

[Manager Name]

[Position]

[Company Name]

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