

**OBJECTIVE BASED PLAN**

**EMAIL TEMPLATE**

**EMAIL #3 – INCENTIVE PLAN STRUCTURE COMPLETED**

FIRSTNAME

The incentive plan structure is now completed!  We are ready to move to determining the objectives monitoring and assessment sheet.

In this phase of the project, we will determine how we will describe and measure the plan components.  We will determine what the threshold, target, and outstanding goals will be for any corporate measures.  And finally, we will determine what percent of goal and/or pay employees will earn for achieving threshold, target and maximum performance.

We will talk to you or see you soon to work on the objectives monitoring and assessment sheet.

Your Closing,

**Your Signature Line**