

**OBJECTIVE BASED PLAN**

**EMAIL TEMPLATE**

**EMAIL #6 – PLAN COSTING COMPLETED**

FIRSTNAME  
  
The costing analysis for your incentive/bonus plan has now been completed.  You now know what your plan will cost you if all components pay at threshold, pay at target, or pay at maximum.  You also know the cost of your plan for any financial metrics or individual objective metrics.  This information will allow you to set your budget for your incentive/bonus plan.  
  
We are nearing the end of the design of your plan and are now ready to finish the plan document.    
  
We will be in touch once we have the plan document ready for your review.

Your Closing,

**Your Signature Line**