

**OBJECTIVE BASED PLAN**

**EMAIL TEMPLATE**

**EMAIL #7 – PLAN DOCUMENT COMPLETED**

FIRSTNAME  
  
You have now approved the plan document for your objective based bonus plan.  This document will govern how you administer your plan.  
  
We will schedule a call or meeting soon to address any outstanding issues for this project so that we may finalize the completion of your incentive/bonus plan.  
  
We will talk soon.

Your Closing,

**Your Signature Line**