

**PROFIT SHARING PLAN**

**EMAIL TEMPLATE**

**EMAIL #2 – INCENTIVE PLAN OPTION SELECTED**

FIRSTNAME  
  
We have now had our initial kick-off meeting in which we reviewed the design process we will follow for the incentive compensation project. In addition, we reviewed several options for your incentive compensation/bonus plan, and you have now selected the direction for the design of your plan.  
  
We will next work on the structure for your incentive/bonus plan including determining the financial metric the plan will be based on and the payout percentages for different levels of the financial metric achievement.    
  
If we have not already done so, we will schedule a call or meeting to work on the plan structure soon!  
  
Your Closing,

**Your Signature Line**