

**SCORECARD 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 plan components and weightings as well as the threshold, target, and maximum measurements. We will also decide eligible percent of pay for employees participating in the plan, and frequency of payments.    
  
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**