Memo

Name

Institution

Course

Instructor’s name

Date

MEMORANDUM

To: Every mid-level manager and above at XYZ Industries, Inc.

From: Nicky Jones, Human Resources Manager

Date: 03/19/2019

Subject: Annual Addition of Performance-Based Bonuses

I am excited to acknowledge the addition of annual performance-based bonuses for mid-level managers and above. This comes from the high returns made this year which I much admire everyone's contribution. The bonuses amounts shall be determined by performance reviews made annually.

Regarding this, evaluation on employee’s performance, productivity and behavior shall be carried out to allocate each employee their performance score. This could be extended to having a look at the worker’s company records like records of sales or budget, call reports or time cards.

Each worker’s job outcomes shall be measured accordingly and the value put on a scale to find out whether their value is low compared to the organization’s mission or high. Everyone’s contribution value to the mission of the organization shall be used to accord performance scores to every worker. This shall enhance teamwork and cooperation, improve customer relations and promote fairness and consistency in the process of appraisal. Anyone who would wish to get more clarifications on the same can always come into my office or email me via [nickyjones@gmail.com](mailto:nickyjones@gmail.com). May God bless you all.