

[Company Letterhead]

[Date]

[Executive Name]

[Title]

[Address]

Re: Annual Executive Target Bonus Plan - [Year]

Dear [Executive Name],

We are pleased to confirm your participation in the [Company Name] Annual Executive Target Bonus Plan for the [Year] fiscal year.

1. Target Bonus Opportunity

Your target bonus for the performance period is [Percentage]% of your annual base salary, which equates to \$[Amount]. The actual payout may range from [Minimum]% to [Maximum]% of this target, based on the achievement of specific performance goals.

2. Performance Metrics

The bonus payout will be determined based on the following weighted criteria:

- [Metric 1 (e.g., Corporate Revenue)]: [Weight]%
- [Metric 2 (e.g., EBITDA)]: [Weight]%
- [Metric 3 (e.g., Individual Strategic Objectives)]: [Weight]%

3. Performance Period

The performance period begins on [Start Date] and concludes on [End Date].

4. Payment Terms

Any earned bonus will be paid in a single lump sum, less applicable tax withholdings, within [Number] days following the end of the fiscal year, provided that the Board of Directors has certified the financial results.

5. Eligibility and Employment Requirement

To receive a payout, you must remain actively employed by the Company through the date of payment. This plan does not constitute a guarantee of continued employment.

6. Plan Administration

The Board of Directors and the Compensation Committee reserve the right to amend, suspend, or terminate the plan at any time. All payouts are subject to the Company's clawback policy.

Please sign below to acknowledge your understanding and acceptance of the terms of this bonus plan.

Sincerely,

[Name of Authorized Signatory]

[Title]

Acknowledgment:

I accept the terms and conditions of the [Year] Annual Executive Target Bonus Plan as outlined above.

Signature: _____ Date: _____