Date: 12 February 2018

To: Employees

From: Randal Egan RE

Subject: Sales Bonuses

I have been very impressed with sales efforts recently by all employees, and would like to reward these efforts.

Sales efforts by all employees during the past quarter showed improvement over the previous quarters. I would like to reward these efforts by giving all employees bonuses based on their sales numbers. Each employee will be given a 5% bonus from the profits of their sales.