**Highly Confidential**

Dept.: {{dept}}

Name: {{username}}

Staff NO.: {{staffNo}}

Title: {{position}}

Grade: {{rank}}

Dear {{username}} ,

With your joint efforts and hard work during Y2019, the company has reached a brilliant achievement with around 90% completion of gross sales volume and net profit, as well brought double-digital growth compare with Y2018.

Your bonus will be distributed based on Company Business achievement & your Personal Business Commitment (PBC). As always, you are encouraged to keep on-going performance review and communication with your line manager and department head. Let’s continuous work together to better energize Skechers’s business and Powerful Branding in coming days, as well your career development in Skechers.

According to Company and your annual individual performance result, we are pleased to share with you the Y2019 Award as following,

|  |  |
| --- | --- |
| **Type** | **Amount** |
| Performance Bonus | RMB {{bonus}} |
| **Total Bonus** | **RMB {{total}}** |

According to company guideline, the 2019 Annual Award will be issued in January 22, 2020, for employees who are still on the job without resignation notice on the issue date. Company will withhold and pay personal income tax and other statutory deductions in accordance with relevant government laws and regulations.

Take this opportunity to reaffirm the company's principle of confidentiality of salary, you should not inquire about the salary information of others, nor disclose your salary information to others.

Thank you again for your contribution to the company. Wish you a prosperous Y2020 and happy Spring Festival with your family

Skechers China

Jan 22rd, 2020