# Sales Incentive Plan

*Purpose:* This document outlines the performance-based incentive plan designed to motivate and reward the sales team for meeting and exceeding sales targets. It includes eligibility criteria, performance metrics, and payout structure to ensure a transparent and achievable incentive model.

## Employee Information

**Name:** {employeeName}  
**Employee ID:** {employeeId}  
**Department:** {department}  
**Manager:** {managerName}

## Plan Duration

This Sales Incentive Plan is applicable for the following period:  
**Start Date:** {startDate}  
**End Date:** {endDate}

## Eligibility Criteria

* Must be an active full-time employee during the plan period.
* Must not be under any performance improvement plan during the period.
* Compliant with all company policies and code of conduct.

## Performance Metrics

The following metrics will be used to evaluate performance:

{#metrics}

* **{metricName}:** {metricDescription}

{/metrics}

## Incentive Structure

Incentives will be awarded based on achieving specific sales targets as shown below:

|  |  |  |
| --- | --- | --- |
| **Sales Target** | **Incentive %** | **Additional Bonus** |
| {#tiers}{targetLevel} | {incentivePercent} | {bonusAmount}{/tiers} |

## Payment Terms

Bonuses will be paid out in the second payroll of the month following the end of the quarter, provided performance validation is complete and approved.

## Adjustments and Exceptions

{#hasAdjustments}In certain cases, adjustments may be made to accommodate unique situations. Below are approved modifications:

* {adjustmentDescription}

{/hasAdjustments}{^hasAdjustments}There are no adjustments or exceptions approved at this time.{/hasAdjustments}

## Sign-Off

Employee acknowledges that they have read and understood the terms of this incentive plan.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** {signatureDate}

**Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** {managerSignatureDate}