

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Annual Performance Bonus Award

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus for the [Year] fiscal year. This award is a recognition of your hard work, dedication, and contributions to the success of [Company Name].

Based on your performance review and the company's overall results, your bonus amount is: **[Bonus Amount]**.

This payment will be processed on [Date] and will be subject to applicable taxes and withholdings. It will be delivered via [Direct Deposit/Check].

Thank you for your continued commitment to our team. We look forward to your ongoing contributions in the coming year.

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]