

[Date]

[Executive Name]

[Title]

[Company Name]

Dear [Executive First Name],

On behalf of the Board of Directors and the leadership team, I am pleased to inform you that you have been awarded an annual performance bonus for the fiscal year ending [Year].

This award is a reflection of your outstanding leadership and your contributions toward achieving our corporate objectives, specifically in the areas of [mention key metric, e.g., revenue growth, strategic expansion, or EBITDA targets].

Your bonus details are as follows:

- **Performance Period:** [Start Date] to [End Date]
- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]

The payment will be processed through the standard payroll system and is subject to applicable tax withholdings. This bonus is awarded in accordance with the terms of your Executive Employment Agreement and the Company's Annual Incentive Plan.

We appreciate your continued dedication to the success of [Company Name]. We look forward to your ongoing leadership as we pursue our goals for the coming year.

Sincerely,

[Signature]

[Name of Sender]

[Title, e.g., CEO or Chairman of the Compensation Committee]