

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

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

This award is a recognition of your hard work, dedication, and the significant contributions you have made to [Company Name]. Specifically, your efforts in [Specific Project or Achievement] have helped us reach our organizational goals this year.

Your bonus details are as follows:

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]

Please note that this amount is subject to applicable tax withholdings and will be included in your regular payroll cycle.

Thank you for your continued commitment to our success. We look forward to another productive year ahead.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]