

[Date]

[Employee Name]

[Employee ID]

[Job Title]

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have been awarded an Annual Performance Bonus for the fiscal year [Year].

This award is in recognition of your exceptional performance and your success in reaching your assigned sales targets. Your hard work and dedication have contributed significantly to the growth of [Company Name].

**Bonus Details:**

- **Annual Sales Target:** [Amount/Percentage]
- **Actual Achievement:** [Amount/Percentage]
- **Total Bonus Amount:** [Currency Amount]

The bonus will be included in your next scheduled paycheck on [Pay Date], subject to applicable payroll taxes and withholdings.

We appreciate your continued commitment to the sales team. We look forward to your continued success in the coming year.

Sincerely,

[Signature]

[Name of Manager/Executive]

[Title]

[Company Name]