

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Discretionary Annual Performance Bonus Award**

Dear [Employee Name],

We are pleased to inform you that you have been awarded a discretionary performance bonus for the [Year] fiscal year in the amount of \$[Amount].

This award is a reflection of your hard work and contributions to [Company Name] over the past year. We particularly want to recognize your efforts in [specific project or achievement].

Please note that this bonus is a one-time discretionary payment and does not guarantee future awards or changes to your base salary. This payment is subject to applicable supplemental tax withholdings and will be processed in the payroll cycle on [Pay Date].

Thank you for your continued dedication to the team. We look forward to your future successes with the company.

Sincerely,

[Manager Name]

[Title]

[Company Name]