

[Company Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Performance Bonus Award Notification**

Dear [Employee Name],

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

Based on your performance evaluation and the company's overall results, your bonus details are as follows:

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

As an exempt employee, your performance plays a vital role in our success. We appreciate your commitment to excellence and your ability to meet and exceed your professional goals over the past year.

Please note that this bonus is subject to applicable tax withholdings and will be included in your regular paycheck on the date mentioned above. This bonus is a one-time discretionary payment and does not guarantee future awards or changes to your base salary.

Thank you for your continued service. We look forward to your future achievements with the team.

Sincerely,

[Signature]

[Sender Name]  
[Sender Title]