

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

We are pleased to inform you that you have been awarded an annual performance bonus for your work during the [Year] fiscal year. This bonus is a reflection of your hard work and your contributions to the success of [Company Name].

Based on your performance evaluation and company results, you have been awarded a gross bonus amount of \$[Amount].

As a non-exempt employee, please note the following regarding your payment:

- This bonus will be paid on the [Date] pay date.
- The amount is subject to all applicable federal, state, and local tax withholdings.
- This bonus has been calculated in accordance with Fair Labor Standards Act (FLSA) requirements regarding the inclusion of non-discretionary bonuses in the regular rate of pay for overtime purposes.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]