

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Profit Sharing Annual Performance Bonus Award**

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that you have been awarded a profit sharing bonus for the fiscal year ending [Year]. This award is a reflection of the company's financial performance and your personal contribution to our collective success.

Based on our annual performance metrics, your bonus details are as follows:

- **Profit Sharing Pool Allocation:** [Amount/Percentage]
- **Individual Performance Multiplier:** [Multiplier/Rating]
- **Total Gross Bonus Amount:** \$[Amount]

This bonus will be paid on [Date] via [Payment Method, e.g., direct deposit]. Please note that this amount is subject to applicable supplemental tax withholdings and deductions.

We appreciate your hard work and dedication over the past year. Your efforts have played a vital role in helping us achieve our targets, and we look forward to another successful year ahead.

Congratulations on your achievement.

Sincerely,

[Signature]

[Name of Manager/Executive]

[Title]

[Company Name]