

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Congratulations. Based on your outstanding performance and contributions during the [Year] fiscal year, we are pleased to inform you that you have been awarded a merit-based annual performance bonus.

Your hard work and dedication have played a significant role in our company's success. Specifically, your achievements in [mention specific project or KPI] have exceeded expectations.

Bonus Details:

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]
- **Method of Payment:** [e.g., Direct Deposit/Payroll]

This award is a reflection of our appreciation for your commitment to excellence. We are proud to have you on our team and look forward to your continued success with the company.

Please keep the details of this compensation confidential as per company policy.

Sincerely,

[Signature]

[Manager Name]

[Title]