

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Pro-Rated Annual Performance Bonus**

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus for the fiscal year [Year]. This award recognizes your contributions and commitment to the company during your period of service.

Because you joined the company on [Start Date], your bonus has been pro-rated to reflect the portion of the fiscal year you were employed. Your award has been calculated as follows:

- **Full Annual Bonus Potential:** \$[Amount]
- **Eligibility Period:** [Number] months / [Number] days
- **Pro-Rated Bonus Amount:** \$[Amount]

This bonus will be included in your paycheck on [Payment Date], subject to applicable payroll taxes and withholdings.

Please note that this bonus is a one-time discretionary payment and does not guarantee future bonuses or changes to your base salary. The details of this award are confidential.

Thank you for your hard work and we look forward to your continued success with [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]