

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

On behalf of the leadership team, I am pleased to inform you that you have been awarded an annual performance bonus for the fiscal year [Year].

This award recognizes your hard work and contribution to our global objectives over the past twelve months. Based on your individual performance rating and the company's overall results, your bonus amount is as follows:

**Bonus Amount: [Currency] [Amount]**

This payment will be processed in the [Month] payroll cycle, subject to local tax withholdings and statutory deductions. Please note that this bonus is a one-time payment and does not guarantee future awards or changes to your base salary.

We appreciate your dedication and your role in our team's success. We look forward to another productive year ahead.

Sincerely,

[Sender Name]

[Title]

[Company Name]