

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Notification of Annual Leadership Performance Bonus

Dear [Employee Name],

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

This award is a reflection of your commitment to our strategic goals and your ability to lead your team toward excellence. Specifically, we would like to recognize your achievements in [mention 1-2 specific achievements or metrics]. Your dedication has significantly contributed to the success of the organization.

Your bonus amount is \$[Amount]. This payment will be included in your paycheck on [Date] and is subject to applicable tax withholdings.

We appreciate your hard work and the positive impact you have on our company culture. We look forward to your continued leadership and success in the coming year.

Congratulations on this well-deserved recognition.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]