[Company Logo/Letterhead]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Annual Retention Bonus Award

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that you have been awarded an Annual Retention Bonus in the amount of $[Amount].

This bonus is a reflection of our appreciation for your continued commitment, hard work, and the valuable contributions you make to our team every day. We recognize that our success is built upon the dedication of employees like you.

Payment Details:

- **Bonus Amount:** $[Amount] (Subject to applicable taxes and withholdings)
- **Payment Date:** [Date of Payment]
- **Method of Payment:** [Direct Deposit / Payroll Check]

Please note that this bonus is contingent upon your continued employment with the company through [Vesting Date or Payment Date]. All other terms and conditions of your employment agreement remain in effect.

Thank you for being an integral part of [Company Name]. We look forward to your continued growth and success with us in the coming year.

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]