

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

Dear [Employee Name],

On behalf of the leadership team, I am pleased to inform you that due to our collective success over the past fiscal year, [Company Name] will be distributing profit-sharing payments to eligible employees.

Your hard work and dedication have been instrumental in achieving our financial goals. As a result, your profit-sharing distribution for the period of [Year] is as follows:

**Gross Distribution Amount: \$[Amount]**

This payment will be processed on [Date] via [Direct Deposit/Check]. Please note that this amount is subject to applicable tax withholdings and deductions.

If you have any questions regarding this distribution or the calculation process, please contact the Human Resources department at [Phone Number/Email].

Thank you for your continued commitment to our company's growth and success.

Sincerely,

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