

[Date]

Dear [Employee Name],

On behalf of the leadership team, I am pleased to inform you that [Company Name] has achieved its performance goals for the [Quarter/Year] quarter.

In recognition of your hard work and contribution to our collective success, you have been awarded a profit-sharing payment of **[\$Amount]**. This amount is based on our company's profitability and your eligible earnings during this period.

This bonus will be included in your paycheck dated [Payment Date] and is subject to standard payroll tax withholdings.

Thank you for your dedication and commitment to the team. Your efforts are vital to our continued growth and success.

Best regards,

[Your Name]

[Your Title]

[Company Name]