

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Performance-Based Profit-Sharing Award**

Dear [Employee Name],

We are pleased to inform you that based on the company's financial performance and your individual contributions during the fiscal period ending [Date], you have qualified for a performance-based profit-sharing payment.

The details of your award are as follows:

- **Total Company Profit Pool:** \$[Amount]
- **Individual Performance Rating:** [Rating/Score]
- **Gross Bonus Amount:** \$[Amount]

This payment will be included in your paycheck on [Date]. Please note that this amount is subject to applicable tax withholdings and deductions.

This award is a reflection of your hard work and commitment to our goals. We appreciate your dedication and look forward to your continued success with [Company Name].

Sincerely,

[Manager Name]

[Job Title]

[Company Name]