

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

[Date]

[Executive Name]
[Title]
[Department]

Dear [Executive Name],

On behalf of the Board of Directors, I am pleased to inform you that you have been awarded a profit-sharing payment for the fiscal year ending [Date].

Based on the company's strong financial performance and your leadership contributions, your award amount is: **[\$Amount]**.

This payment is calculated based on the [Year] Executive Profit-Sharing Plan and will be processed through the regular payroll cycle on [Payment Date]. Please note that this amount is subject to applicable tax withholdings.

Your commitment to achieving our strategic objectives has been instrumental in our success this year. We look forward to your continued leadership in the upcoming year.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]