

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notification of Discretionary Profit-Sharing Bonus**

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that you have been awarded a discretionary profit-sharing bonus for the period of [Year/Quarter]. This payment is in recognition of the company's performance and your personal contributions to our success.

Your bonus amount is **[\$Amount]**. This payment will be included in your paycheck dated [Date] and is subject to applicable taxes and withholdings.

Please note that this bonus is a one-time, discretionary payment. It does not guarantee or create an entitlement to any future bonuses or additional compensation. The company reserves the right to modify or terminate its profit-sharing practices at any time at its sole discretion.

Thank you for your hard work and dedication. We look forward to your continued contributions to the team.

Sincerely,

[Name]  
[Title]  
[Company Name]