

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

[Date]

[Employee Name]
[Employee ID / Department]

Subject: Notification of Year-End Profit-Sharing Allocation

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that based on our financial performance for the fiscal year ending [Year], the company will be distributing profit-sharing allocations to eligible employees.

Your hard work and dedication have contributed significantly to our success this year. Based on the established profit-sharing formula, your allocation for this period is:

Total Allocation Amount: \$[Amount]

This amount will be processed as follows:

- [] Direct payment via payroll on [Date].
- [] Contribution to your [401k/Retirement Plan] account.

Please note that cash distributions are subject to applicable federal, state, and local tax withholdings. You can view the details of this transaction in your upcoming pay stub or through the employee portal.

Thank you for your continued commitment to [Company Name]. We look forward to another successful year together.

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]