

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

[Date]

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

Subject: Notification of Profit-Sharing Payment

Dear [Employee Name],

We are pleased to inform you that based on our company's performance during the [Year/Period] fiscal period, you have been awarded a profit-sharing payment in the amount of \$[Amount].

This payment is a reflection of your hard work and dedication to the success of [Company Name]. We appreciate your contributions and are happy to share these rewards with you.

The funds will be deposited directly into your primary bank account on file via direct deposit. You can expect the transaction to appear in your account on [Payment Date]. Please note that this payment is subject to applicable payroll taxes and withholdings.

You can view your detailed pay stub and tax breakdown by logging into the [Company Payroll Portal/System Name].

Thank you for your continued commitment to our team.

Sincerely,

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