[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have earned a sales bonus for the [First/Second/Third/Fourth] Quarter of [Year].

This bonus is awarded based on your performance against your sales targets. Your achievements during this period have contributed significantly to the company's success.

Bonus Details:

- **Quarterly Sales Target:** [Amount/Target]
- **Actual Sales Achieved:** [Amount/Achievement]
- **Bonus Amount:** [Currency Symbol][Amount]

This bonus will be included in your next paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your hard work and dedication to the team. We look forward to your continued success in the upcoming quarter.

Sincerely,

[Manager Name]
[Title]
[Company Name]