[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Quarterly Sales Bonus - [Quarter/Year]

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus for your outstanding sales achievements during the [First/Second/Third/Fourth] quarter of [Year].

This bonus is in recognition of your hard work and dedication. Specifically, your performance resulted in:

- Total Sales Volume: [Amount/Percentage]
- Quota Attainment: [Percentage]% of target
- Key Achievement: [Brief mention of specific deal or metric]

The total bonus amount is $[Amount]. This payment will be included in your paycheck on [Date], subject to applicable payroll taxes and withholdings.

Your contributions are vital to the continued growth and success of [Company Name]. We appreciate your commitment to excellence and look forward to your continued success in the coming months.

Congratulations on this well-deserved reward.

Sincerely,

[Manager Name]
[Title]
[Company Name]