[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have earned a performance bonus for the [Q1/Q2/Q3/Q4] quarter of [Year].

This bonus is in recognition of your exceptional sales achievements and your commitment to reaching our company goals. During this period, you achieved [Percentage]% of your sales target, totaling $[Amount] in revenue.

Your bonus amount is $[Amount], which will be included in your next paycheck on [Date].

Thank you for your hard work and for being a key contributor to our team's success. We look forward to your continued excellence in the coming months.

Best regards,

[Manager Name]
[Manager Title]
[Company Name]