[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Partial Quarterly Sales Bonus

Dear [Employee Name],

This letter is to inform you of your performance results and bonus payout for the [Q1/Q2/Q3/Q4] [Year] sales period.

Based on our records, your performance against your assigned targets was as follows:

- **Assigned Sales Quota:** $[Amount]
- **Actual Sales Achieved:** $[Amount]
- **Percentage of Target Reached:** [Percentage]%

Per the terms of the [Year] Sales Incentive Plan, employees who achieve at least [Minimum Threshold]% of their target are eligible for a prorated bonus. As you reached [Percentage]% of your goal, you have earned a partial bonus payment of **$[Bonus Amount]**.

This payment will be included in your paycheck dated [Date] and is subject to applicable tax withholdings.

We appreciate your contributions to the team this quarter. We look forward to your continued efforts as we move into the next sales period. Please reach out to [Manager Name/HR] if you have any questions regarding these calculations.

Sincerely,

[Manager Signature]

[Manager Name]
[Title]