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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Pro-Rated Quarterly Sales Bonus

Dear [Employee Name],

We are pleased to inform you that you have earned a sales bonus for the quarter ending [Quarter End Date].

As per your employment agreement, this bonus has been pro-rated based on your [Start Date / Leave Date / Change in Role Date]. This calculation reflects the active period you served within the sales cycle from [Start of Period] to [End of Period].

Bonus Calculation Details:

- Total Eligible Quarterly Bonus: $[Amount]
- Total Days in Quarter: [Number]
- Active Days Worked: [Number]
- **Final Pro-Rated Bonus Amount: $[Total Amount]**

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

Thank you for your contributions to the sales team during this period. If you have any questions regarding this calculation, please contact the Human Resources department.

Sincerely,

[Sender Name]
[Sender Title]