[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Quarterly Sales Performance Bonus

Dear [Employee Name],

We are pleased to inform you that based on the team's performance for the [Q1/Q2/Q3/Q4] [Year] period, you have earned a performance bonus.

The sales team achieved [Percentage]% of the quarterly target, resulting in a total bonus amount of $[Amount] for your contribution. This bonus reflects your hard work and commitment to meeting our collective sales goals.

This payment will be included in your next payroll cycle on [Date], subject to applicable tax withholdings.

Thank you for your continued dedication to the team's success. We look forward to another productive quarter.

Best regards,

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