[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Executive Name]
[Job Title]
[Department]

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

Dear [Executive Name],

I am pleased to inform you that you have been awarded a sales bonus for the [First/Second/Third/Fourth] quarter of [Year]. This payment recognizes your leadership and the successful achievement of our sales targets during this period.

Based on the performance metrics outlined in your executive compensation plan, your bonus details are as follows:

- **Performance Period:** [Start Date] to [End Date]
- **Target Sales Revenue:** $[Amount]
- **Actual Sales Revenue Achieved:** $[Amount]
- **Bonus Percentage/Tier:** [Percentage]%
- **Total Bonus Amount:** $[Amount]

This bonus will be processed and included in your next scheduled payroll on [Payment Date], subject to applicable tax withholdings.

Your strategic contributions continue to drive the company's growth and market position. Thank you for your continued dedication to our collective success.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]