[Date]

[Manager Name]
Regional Manager
[Region Name]

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

Dear [Manager Name],

I am pleased to inform you that you have earned a performance bonus for the [Quarter, e.g., Q3] period of [Year].

This bonus is awarded based on your region's success in meeting and exceeding the established sales targets. Your leadership has been instrumental in achieving the following results:

- Regional Sales Target: $[Amount]
- Actual Sales Achieved: $[Amount]
- Target Achievement: [Percentage]%

Based on these results, your bonus amount is $[Amount]. This payment will be included in your next scheduled paycheck on [Pay Date], subject to applicable tax withholdings.

Thank you for your hard work and commitment to the company's growth. We look forward to your continued success in the upcoming quarter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]