Date: [Insert Date]

To: [Employee Name]

Subject: Top Biller Quarterly Sales Bonus

Dear [Employee Name],

Congratulations! It is my pleasure to inform you that you have been recognized as the Top Biller for the [Insert Quarter, e.g., Q3] sales period.

During this quarter, you achieved a total billing amount of [Insert Amount], surpassing your targets and lead the entire sales team. Your hard work, dedication, and commitment to excellence have been instrumental in our company's success this period.

In recognition of this outstanding achievement, you are being awarded a performance bonus of [Insert Bonus Amount]. This amount will be included in your next paycheck on [Insert Pay Date].

Thank you for your continued contributions to the team. We look forward to your continued success in the upcoming quarter.

Best regards,

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