[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Deferred Quarterly Sales Bonus

Dear [Employee Name],

This letter is to formally notify you regarding your sales bonus for the [Q#] quarter of [Year]. Based on your performance and the achievement of your sales targets, you have earned a bonus in the amount of [Amount].

In accordance with [Company Name]'s current compensation policy, the payment of this bonus has been deferred. The scheduled disbursement of these funds will now take place on [New Payment Date].

This deferral is due to [brief reason, e.g., company-wide administrative adjustments / end-of-year financial reconciliation]. Please note that this change only affects the timing of the payout; the total amount earned remains unchanged.

We appreciate your continued hard work and your significant contributions to the sales team's success. If you have any questions regarding this deferral, please contact the HR or Payroll department.

Sincerely,

[Sender Name]
[Title]
[Company Name]