[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

I am pleased to inform you that you have been awarded a discretionary sales bonus for the [Q1/Q2/Q3/Q4] quarter of [Year].

This bonus is in the amount of $[Amount] and will be included in your next paycheck on [Date], subject to applicable taxes and withholdings.

This payment is a recognition of your contributions to the sales team and your efforts during this period. Please note that this bonus is discretionary and does not guarantee future payments or change the terms of your employment agreement.

Thank you for your hard work and dedication to the company.

Sincerely,

[Name]
[Title]
[Company Name]