[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have earned a sales bonus for the quarter ending [Quarter End Date].

As a new member of our team, we are impressed with your performance and your contribution to our sales goals during this period. Your hard work has resulted in the following achievement:

- **Quarterly Sales Target:** [Target Amount]
- **Actual Sales Achieved:** [Actual Amount]
- **Bonus Amount:** [Bonus Amount]

The bonus will be included in your paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your dedication and for making a great start with [Company Name]. We look forward to your continued success in the coming quarters.

Best regards,

[Manager Name]
[Title]
[Company Name]