

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Year-End Discretionary Bonus Award

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that you have been awarded a discretionary year-end bonus for the [Year] fiscal year in the amount of \$[Amount].

This bonus is a reflection of your hard work and contributions to the success of the company over the past year. We appreciate your dedication and the impact you have made on your team.

Please note that this bonus is a one-time discretionary payment and does not guarantee future awards. The amount is subject to applicable federal, state, and local tax withholdings. You can expect to see this payment reflected in your [Date] paycheck.

Thank you for your continued commitment to [Company Name]. We look forward to another successful year ahead.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]