

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

I am pleased to inform you that you have been awarded a discretionary bonus of \$[Amount] in recognition of your outstanding performance during [Time Period/Project Name].

This award is a reflection of your hard work, dedication, and the significant contributions you have made to the team, specifically regarding [mention specific achievement or goal]. Your commitment to excellence has played a vital role in our recent success.

The bonus will be included in your next paycheck on [Pay Date], subject to applicable tax withholdings. Please note that this is a one-time discretionary payment and does not guarantee future bonuses or changes to your base salary.

Thank you for your continued efforts and for being a valued member of our organization. We look forward to your future accomplishments.

Sincerely,

[Your Name]

[Your Title]

[Company Name]