

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Job Title]

Dear [Employee Name],

Subject: Project Completion Discretionary Bonus Award

Following the successful completion of [Project Name], we are pleased to inform you that you have been awarded a one-time discretionary bonus in the amount of \$[Amount].

This award is in recognition of your exceptional contributions and dedication to the project. Your work on [Specific Task/Achievement] was instrumental in meeting our objectives and deadlines.

The bonus will be included in your next scheduled paycheck on [Pay Date]. Please note that this payment is subject to applicable tax withholdings and deductions. As this is a discretionary bonus, it does not constitute a guarantee of future payments or a change to your base compensation.

On behalf of the leadership team, thank you for your hard work and commitment to excellence. We look forward to your continued success with the company.

Sincerely,

[Signature]
[Manager Name]
[Manager Title]