

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Quarterly Achievement Discretionary Bonus Award

Dear [Employee Name],

We are pleased to inform you that you have been awarded a discretionary bonus in the amount of \$[Amount] for your outstanding performance during the [Q1/Q2/Q3/Q4] [Year] quarter.

This award is a recognition of your specific achievements, particularly [list specific project or achievement]. Your hard work and dedication have significantly contributed to the success of the team and the company during this period.

The bonus will be paid to you on [Date] via [payment method, e.g., direct deposit]. Please note that this amount is subject to applicable tax withholdings and deductions.

Please be advised that this is a one-time discretionary bonus and does not guarantee or imply a right to future bonus payments. All future awards remain at the sole discretion of the company management.

Thank you for your continued commitment to excellence. We look forward to your future contributions.

Sincerely,

[Name]

[Title]

[Company Name]