

[Company Letterhead]

[Date]

[Executive Name]

[Title]

[Address]

Dear [Executive Name],

On behalf of the Board of Directors and the Compensation Committee, I am pleased to inform you that you have been awarded a discretionary performance bonus in the amount of \$[Amount].

This award is a direct reflection of your leadership and significant contributions to the company's success during [Fiscal Year/Period]. Specifically, the Board wishes to recognize your efforts regarding [mention specific achievement or strategic goal].

This bonus will be paid to you in a lump sum on [Date], subject to applicable payroll taxes and withholdings. Please note that this is a one-time discretionary award and does not guarantee future bonuses or changes to your base compensation agreement.

We appreciate your continued dedication and strategic vision. We look forward to your ongoing leadership as we work toward our future objectives.

Sincerely,

[Signature]

[Name of Sender]

[Title, e.g., CEO or Chairman of the Board]