

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID / Department]

Subject: Milestone Celebration Discretionary Bonus Award

Dear [Employee Name],

In recognition of [Specific Milestone, e.g., our 10th anniversary / the successful completion of Project X], we are pleased to award you a one-time discretionary bonus of \$[Amount].

This award is a token of our appreciation for your hard work and dedication, which have been instrumental in helping the company reach this significant milestone. Your contributions continue to play a vital role in our collective success.

The bonus will be included in your next paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your continued commitment to [Company Name]. We look forward to achieving many more milestones together.

Sincerely,

[Sender Name]
[Sender Title]