[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

We are pleased to inform you that you have been awarded an Annual Performance Metric Bonus for the fiscal year [Year].

This bonus is a reflection of your hard work and your success in meeting specific performance targets. Based on the company's evaluation, your performance against the established metrics has resulted in the following award:

- **Performance Period:** [Start Date] to [End Date]
- **Bonus Amount:** [Amount]
- **Payment Date:** [Date]

The bonus amount is subject to applicable local and federal tax withholdings. You will receive this payment via [direct deposit/check] on the scheduled payment date listed above.

Thank you for your continued dedication and contributions to the success of [Company Name]. We look forward to your ongoing achievements in the coming year.

Sincerely,

[Signature]
[Manager Name]
[Title]