[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Sales Quota Achievement Bonus Award

Dear [Employee Name],

It is with great pleasure that we inform you that you have officially met and exceeded your sales quota for the performance period of [Start Date] to [End Date].

In recognition of your hard work and outstanding contribution to the company's growth, you have been awarded a performance bonus in the amount of [Amount].

Details of your achievement:
- Assigned Quota: [Quota Amount/Units]
- Actual Achievement: [Actual Amount/Units]
- Percentage of Goal: [Percentage]%

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

Thank you for your dedication and commitment to excellence. We are proud to have you on our team and look forward to your continued success.

Sincerely,

[Your Name]
[Your Title]
[Company Name]