[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Quarterly Production Target Bonus Notification

Dear [Employee Name],

We are pleased to inform you that you have successfully met or exceeded the production targets for [Quarter/Year].

Your hard work and commitment to excellence have directly contributed to our team's success this quarter. As a result of your performance, you have earned a production bonus in the amount of [Amount].

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

Thank you for your continued dedication to the company. We look forward to your ongoing contributions in the next quarter.

Sincerely,

[Manager Name]
[Title]
[Company Name]