[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Project Milestone Completion Bonus Notification

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus of $[Amount] for the successful completion of the [Project Name] milestone: [Milestone Description].

This bonus recognizes your hard work, dedication, and the significant role you played in meeting our project objectives on schedule. Your contributions have been vital to the team's success.

The bonus will be included in your next payroll cycle on [Payment Date], subject to standard tax withholdings.

Thank you for your continued commitment to excellence. We look forward to your future contributions as we move toward the final completion of the project.

Sincerely,

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