[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Profit-Sharing Bonus

Dear [Employee Name],

We are pleased to inform you that based on the company's financial performance for the fiscal period ending [Date], you have earned a profit-sharing bonus.

Pursuant to the company's established Profit-Sharing Plan, your bonus has been calculated using the following formula:

[Insert Formula, e.g., (Company Net Profit x Pool Percentage) x (Individual Salary / Total Payroll)]

Based on this calculation, your bonus details are as follows:

- **Company Profit Target Achieved:** [Amount/Percentage]
- **Your Eligible Earnings:** [Amount]
- **Total Bonus Amount (Gross):** [Amount]

This payment will be included in your paycheck dated [Date], subject to applicable payroll taxes and withholdings.

Thank you for your hard work and contribution to our collective success this year. Your dedication is a vital part of our continued growth.

Sincerely,

[Sender Name]
[Title]
[Company Name]