[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of End of Year Contractual Bonus

Dear [Employee Name],

We are pleased to formally notify you regarding your contractual bonus for the year [Year].

In accordance with the terms and conditions set forth in your employment agreement, you are eligible for an end-of-year bonus based on [mention criteria, e.g., company performance/individual targets].

Your bonus amount for this period has been calculated as follows:

Gross Bonus Amount: [Currency Amount]

This payment will be included in your [Month] payroll, subject to standard statutory deductions and tax withholdings.

We would like to take this opportunity to thank you for your continued hard work and contributions to [Company Name] throughout the year.

If you have any questions regarding this payment, please contact the Human Resources department.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]