

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Revenue Target Achievement Bonus

Dear [Employee Name],

We are pleased to inform you that [Company Name] has successfully reached its annual revenue targets for the fiscal year [Year]. This achievement is a direct result of the hard work and dedication shown by our team.

In recognition of your personal contribution to this milestone and for meeting your specific performance objectives, the company is awarding you a one-time performance bonus of [Amount].

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

Thank you for your continued commitment to our growth and success. We look forward to another productive year ahead.

Best regards,

[Manager Name]

[Job Title]

[Company Name]