

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of IPO Success Bonus

Dear [Employee Name],

We are thrilled to announce that [Company Name] has successfully completed its Initial Public Offering (IPO). This milestone marks a significant achievement in our company's history, and it would not have been possible without your hard work and dedication.

In recognition of your contributions toward reaching this goal, the company is pleased to award you a one-time IPO Success Bonus in the amount of \$[Amount].

This bonus will be paid to you on [Date] via [payment method, e.g., direct deposit]. Please note that this payment is subject to applicable supplemental tax withholdings.

On behalf of the Board of Directors and the leadership team, thank you for your continued commitment to our shared success as we enter this new chapter as a public company.

Sincerely,

[Signature]

[Name of Executive]

[Title]