

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject:** Strategic Acquisition Completion Bonus

Dear [Employee Name],

On behalf of [Company Name], I am pleased to congratulate you on the successful completion of the acquisition of [Target Company Name]. This milestone represents a significant step forward in our company's strategic growth and long-term vision.

We recognize that this process required extraordinary effort, dedication, and expertise. In appreciation of your hard work and your vital contributions to the closing of this transaction, the company is awarding you a one-time completion bonus in the amount of [Amount and Currency].

This bonus will be paid to you on [Date of Payment], subject to standard tax withholdings and deductions. Please note that this payment is a discretionary award based on the specific circumstances of this acquisition and does not alter your existing compensation structure or guarantee future bonuses.

Thank you for your continued commitment to the success of [Company Name]. We look forward to your ongoing contributions as we integrate this new acquisition into our operations.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

**Acknowledgment:**

I acknowledge receipt of this letter and the terms of the completion bonus.

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[Employee Signature]

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[Date]