

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Recognition of Record-Breaking Sales Quarter

Dear [Employee Name],

We are thrilled to announce that [Company Name] has achieved a record-breaking sales quarter. This milestone is a direct result of the hard work, persistence, and excellence demonstrated by our team.

In recognition of your individual contributions to this historic achievement, we are pleased to award you a one-time performance bonus of \$[Amount].

This bonus will be included in your next paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your dedication and for helping us reach this new height. We look forward to your continued success in the coming quarters.

Sincerely,

[Manager Name]

[Title]

[Company Name]