

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Congratulations on the successful launch of [Product Name]! This major milestone was achieved thanks to your hard work, dedication, and expertise.

In recognition of your outstanding contributions to this project, I am pleased to inform you that you have been awarded a one-time performance bonus of \$[Amount].

This bonus will be included in your next paycheck on [Pay Date].

Thank you for your commitment to excellence and for helping make this launch a victory for the company. We are proud to have you on our team.

Sincerely,

[Manager Name]

[Title]

[Company Name]