

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

We are thrilled to formally recognize your contribution to our recent achievement in winning the [Name of Industry Award]. This prestigious recognition is a testament to the hard work, innovation, and dedication you bring to [Company Name].

In appreciation of your role in reaching this milestone, we are pleased to award you a one-time performance bonus of \$[Amount]. This bonus will be included in your paycheck on [Date].

Thank you for your continued commitment to excellence. We are proud to have you on our team and look forward to our future successes together.

Sincerely,

[Sender Name]

[Title]

[Company Name]