

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Global Market Expansion Success Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time performance bonus of \$[Amount] in recognition of your exceptional contributions to our recent global market expansion into [Target Region/Country].

Your dedication and hard work played a vital role in successfully establishing our presence in this new market. This bonus serves as a token of our appreciation for your commitment to the company's international growth and strategic goals.

The bonus will be included in your next paycheck on [Pay Date], subject to applicable tax withholdings.

Thank you for your continued excellence and for being an integral part of our global team.

Sincerely,

[Sender Name]

[Title]

[Company Name]