

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Executive Name]  
[Title]  
[Address]

**RE: Notification of Executive Target Bonus Award**

Dear [Executive Name],

We are pleased to formally notify you of your target bonus opportunity for the [Year] fiscal year. This award is designed to recognize your leadership and align your compensation with the strategic objectives and financial success of [Company Name].

**Bonus Opportunity Details:**

- **Target Bonus Percentage:** [Percentage]% of your annual base salary.
- **Target Bonus Amount:** \$[Amount]
- **Performance Period:** [Start Date] to [End Date]

**Performance Criteria:**

The actual payout of this bonus will be determined based on the achievement of specific performance metrics, including:

- [Metric 1: e.g., Corporate Revenue Goals]
- [Metric 2: e.g., EBITDA Targets]
- [Metric 3: e.g., Individual Strategic Objectives]

**Terms and Conditions:**

Payouts are subject to the terms of the [Company Name] Executive Incentive Plan. Bonuses are typically paid within [Number] days following the close of the fiscal year, provided you remain actively employed with the company through the payment date. The Board of Directors retains final discretion regarding all award determinations.

Thank you for your continued dedication and contributions to the company's growth. We look forward to a successful year ahead.

Sincerely,

[Name of Sender]  
[Title, e.g., Chairman of the Compensation Committee/CEO]

**Acknowledgment:**

I acknowledge receipt of this target bonus notification and understand the terms described above.

\_\_\_\_\_  
[Executive Name]

Date: \_\_\_\_\_