

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

[Date]

[Executive Name]
[Title]
[Employee ID]

Subject: Notification of Annual Target Bonus Payout

Dear [Executive Name],

On behalf of [Company Name], I am pleased to inform you that based on the company's performance and your individual contributions during the fiscal year [Year], the Board of Directors and Compensation Committee have approved your annual incentive bonus.

Your bonus calculation is summarized below:

- **Annual Base Salary:** \$[Amount]
- **Target Bonus Percentage:** [Percentage]%
- **Corporate Performance Achievement:** [Percentage]%
- **Individual Performance Multiplier:** [Factor/Percentage]
- **Total Gross Bonus Award:** \$[Amount]

This bonus will be paid on [Date] via [Payment Method], subject to applicable supplemental tax withholdings and deductions.

We appreciate your leadership and dedication, which have been instrumental in achieving our strategic objectives this year. We look forward to your continued impact on the success of [Company Name].

Sincerely,

[Name]
[Title, e.g., CEO or Chair of Compensation Committee]
[Company Name]