

[Date]

[Executive Name]

[Title]

[Company Name]

Dear [Executive Name],

On behalf of the Board of Directors and the executive leadership team, I am pleased to inform you that you have earned a performance bonus for the fiscal year ending [Year].

This award is based on the achievement of both company-wide financial objectives and your specific individual performance targets as outlined in the Executive Incentive Plan. Based on these results, your bonus has been calculated as follows:

- **Target Bonus Percentage:** [X]% of Base Salary
- **Company Performance Multiplier:** [X]%
- **Individual Performance Multiplier:** [X]%
- **Total Bonus Amount:** \$[Amount]

This payment will be processed on [Date] and will be subject to all applicable payroll taxes and withholdings.

Your leadership has been instrumental in our success this year. We appreciate your continued dedication to the company's long-term growth and strategic vision.

Congratulations on a successful year.

Sincerely,

[Signature]

[Name of Sender]

[Title, e.g., CEO or Chairman of the Compensation Committee]