

[Company Name]

[Company Address]

[Date]

To: [Employee Name]

Subject: Notification of Year-End Merit Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a merit-based bonus for the [Year] fiscal year. This bonus is a recognition of your hard work, dedication, and contributions to the success of [Company Name].

Based on your performance evaluation, your bonus amount is \$[Amount].

This payment will be included in your paycheck on [Date]. Please note that this amount is subject to applicable tax withholdings.

We appreciate your commitment to the team and look forward to your continued success in the coming year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]