

[Date]

[Executive Name]

[Title]

[Company Name]

Dear [Executive First Name],

On behalf of the Board of Directors and the senior leadership team, I would like to thank you for your exceptional contributions to [Company Name] over the past fiscal year.

Your leadership has been instrumental in achieving our strategic objectives and driving the company's growth. In recognition of your performance and dedication, I am pleased to inform you that you have been awarded a year-end merit bonus in the amount of \$[Amount].

This bonus will be included in your [Month/Date] payroll cycle, subject to applicable tax withholdings.

We appreciate your continued commitment to our mission and look forward to your leadership in the coming year as we pursue our goals for [Next Year].

Congratulations on a successful year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]