

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Year-End Merit Bonus

Dear [Employee Name],

It is with great pleasure that I inform you that you have been awarded a merit-based bonus for your outstanding performance during the [Year] fiscal year.

Your dedication, leadership, and exceptional contributions have significantly impacted our team's success. Specifically, your work on [Project/Achievement] demonstrated the high standards of excellence we value at [Company Name]. As a result of your "Top Performer" rating, you will receive a one-time bonus payment of [Amount/Percentage].

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

On behalf of the leadership team, thank you for your hard work and commitment to excellence. We are proud to have you with us and look forward to your continued success in the coming year.

Sincerely,

[Manager Name]

[Title]

[Company Name]