

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee ID]

Dear [Employee Name],

Congratulations on your performance since joining [Company Name] on [Hire Date]. We are pleased to inform you that you have been awarded a year-end merit bonus for the current performance cycle.

As you joined the company mid-year, your bonus amount has been pro-rated based on your length of service from your hire date through December 31, [Year].

Bonus Details:

- Annual Target Bonus Amount: \$[Full Amount]
- Pro-rated Percentage: [Percentage]%
- **Total Bonus Award: \$[Pro-rated Amount]**

This bonus will be included in your paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your contributions and for making a great start with our team. We look forward to your continued success in the coming year.

Sincerely,

[Sender Name]

[Sender Title]