

CONFIDENTIAL

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notification of Year-End Merit Bonus

Dear [Employee Name],

On behalf of the management team, I would like to thank you for your contributions to [Company Name] over the past year. Your leadership and dedication have played a significant role in our overall success.

Based on your individual performance and the company's year-end results, I am pleased to inform you that you have been awarded a merit bonus in the amount of **[\$Amount]**.

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

Please note that this compensation information is strictly confidential and should not be discussed with other employees. We appreciate your continued commitment to the organization and look forward to your achievements in the coming year.

Sincerely,

[Sender Name]

[Sender Title]