

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that you have been awarded a discretionary performance-based merit bonus for the [Year] fiscal year.

This bonus is a reflection of your hard work, dedication, and the significant contributions you have made to your team and the company over the past year. Specifically, we would like to recognize your efforts in [mention specific project or achievement].

Bonus Amount: \$[Amount]

This one-time gross payment will be included in your paycheck on [Date]. Please note that this amount is subject to applicable supplemental tax withholdings and deductions.

As this is a discretionary bonus, it is unique to this performance cycle and does not guarantee future payments or changes to your base salary. We ask that you keep the details of this compensation confidential.

Thank you for your continued commitment to our success. We look forward to your future achievements with the company.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]