

Subject: Outstanding Achievement Year-End Merit Bonus Letter

Dear [Employee Name],

I am pleased to inform you that you have been awarded a year-end merit bonus of \$[Amount] for your performance during [Year].

This bonus is a direct recognition of your outstanding achievements and dedication. In particular, your work on [Specific Project or Achievement] has significantly contributed to our team's success this year. Your ability to consistently exceed expectations has not gone unnoticed.

This payment will be included in your [Date] paycheck, subject to standard tax withholdings.

Thank you for your hard work and commitment to [Company Name]. We are proud to have you on our team and look forward to your continued success in the coming year.

Best regards,

[Your Name]

[Your Title]

[Company Name]