

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Thank you for your hard work and dedication to [Company Name] over the past year. Your contributions have played a vital role in our global success and growth.

In recognition of your performance and commitment, I am pleased to inform you that you have been awarded a year-end merit bonus in the amount of [Amount and Currency].

This bonus will be included in your [Month] payroll cycle, subject to applicable local taxes and statutory deductions. Please note that this is a discretionary payment based on the company's annual performance and your individual achievements.

We appreciate having you as part of our global team. We look forward to achieving even greater milestones together in the coming year.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]